



Exhibitor Technical Guide

15 – 18 June 2025 (*)
Hamburg – Germany
www.uitpsummit.org

(*) Kindly note that the Congress Opening Ceremony of the UITP Summit 2025 will take place in the afternoon of June 15, 2025, but the exhibition will be open officially from Mon. 16 to Wed.18 June 2025.

Dear Exhibitor,

This exhibitor manual has been specially prepared to assist you with your participation of the **UITP Summit 2025 Exhibition, to be held in Hamburg from 16 to 18 June 2025.**

You are kindly requested to read this manual carefully and thoroughly in order to be familiar with the preparations and procedures for the show.

To facilitate your participation and to ensure smooth operations, you must adhere strictly to the stipulated deadlines.

While every effort will be made to maintain the procedures and rates quoted in this manual, these may vary in accordance with any changes and fluctuations in the cost of labour or materials occurring prior to the exhibition which may be beyond the control of the Organiser.

For further information or assistance, please contact Jean-Frédéric Charles at +32 2 788 01 20 or by email: jeanfrederic.charles@uitp.org.

We look forward to welcoming you in Hamburg at the **UITP Summit Exhibition 2025.**

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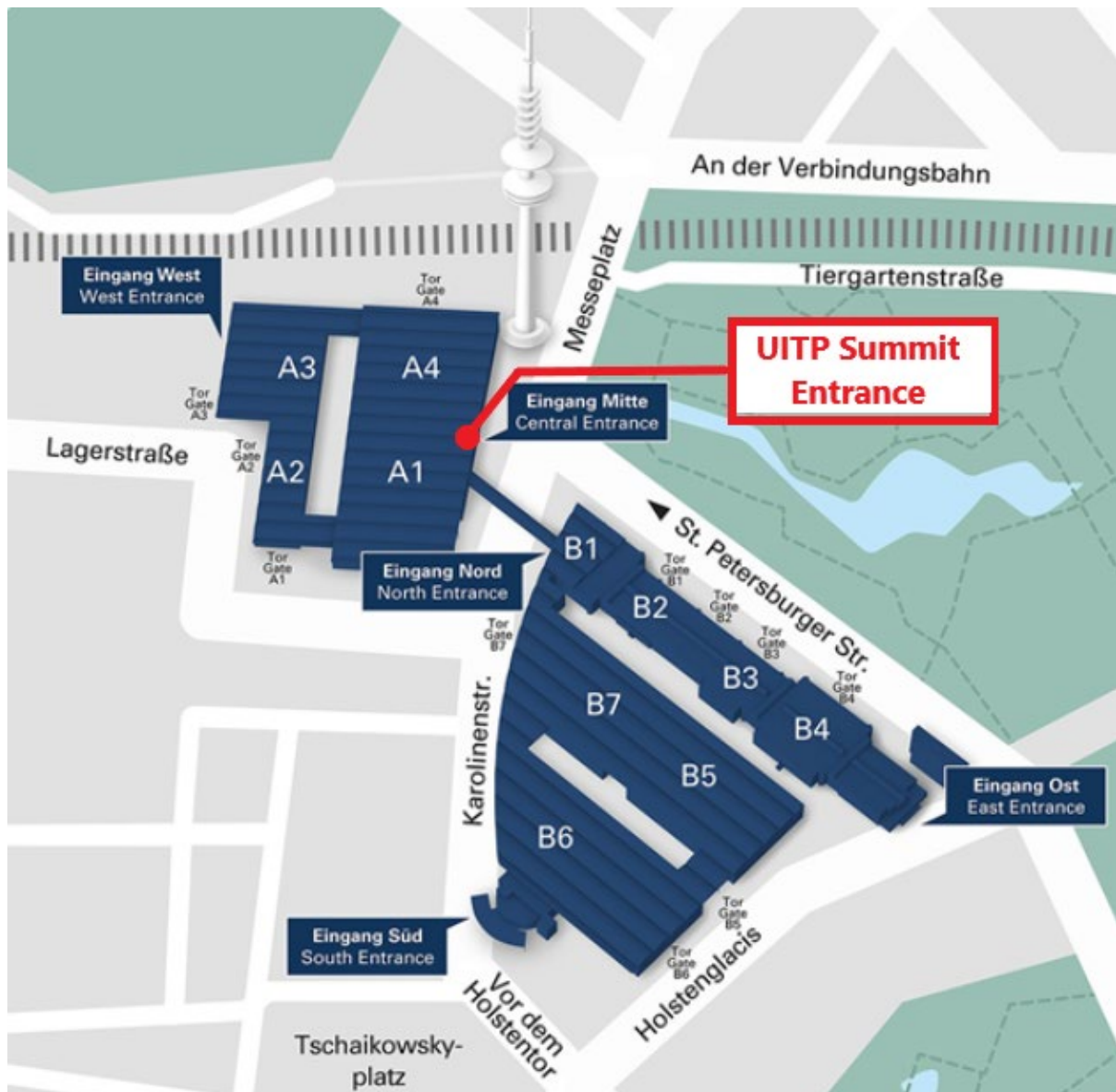
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EXHIBITION OVERVIEW/ GENERAL INFORMATION

Exhibition Venue Address

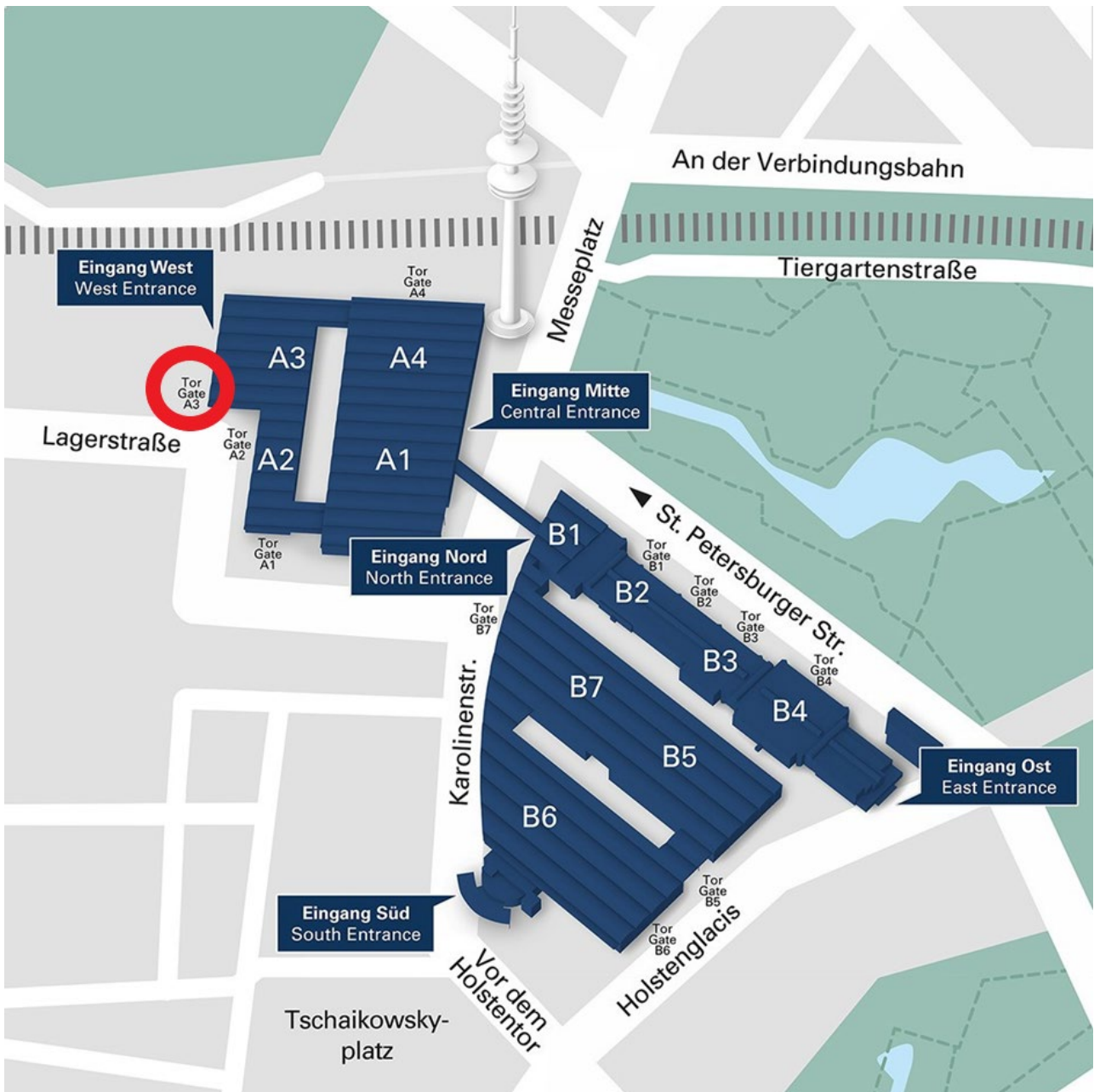
Hamburg Messe und Congress GmbH
Messeplatz 1, 20357 Hamburg, Germany
Tel: +49 40 3569 - 0
Email: info@hamburg-messe.de
Website: <https://www.hamburg-messe.com/>

Access Plan



For additional Hamburg Messe venue maps, virtual tours, data sheets:
[Click Here](#)

Entrance to the Truck Holding Area will be via Gate A3 (Lagerstraße)



Please carefully read the Traffic Guide and share it with your subcontractors

To download the Traffic Guide: [Click Here](#)

Exhibition Timetable

Item	Date (From)	Date (To)	Timing (From)	Timing (To)
Official build-up	11-06-2025	14-06-2025	07:00	20:00
	15-06-2025	15-06-2025	07:00	18:00
Deadline for completion of stand build	15-06-2025 at 18:00			
Event Days and Opening Hours				
Exhibitors				
Day 1	16-06-2025	07:00	19:00	
Day 2	17-06-2025	07:00	19:00	
Day 3	18-06-2025	07:00	17:00	
Visitors				
Day 1	16-06-2025	09:00	18:00	
Day 2	17-06-2025	09:00	18:00	
Day 3	18-06-2025	09:00	16:00	
Freight collection and empty cases	18-06-2025	16:30		
Official Tear-down	18-06-2025	18:00	23:00	
	19-06-2025	07:00	22:00	
	20-06-2025	07:00	20:00	

CONTACTS

Organizer

UITP, 6 rue Sainte-Marie, BE- 1080 Brussels, Belgium

Contact Person : Mr. Jean-Frédéric Charles

Tel: +32-2-788 01 20

Email: jeanfrederic.charles@uitp.org

Website: www.uitpsummit.org

Official Services Contractors

<p>Venue Services</p> <ul style="list-style-type: none">• Electricity*, Water*, Compressed Air*• Rigging*, truss, lighting• Security*, booth staff, hostess• Cleaning*, waste collection*• Telecom (Internet, Telephone)*• Audio-visual• Flowers & plants• Furniture• Catering (see page 8)* <p>* Services exclusive to the venue</p>	<p>Hamburg Messe</p> <p>Click on the link below to access the online ordering platform:</p> <p>Exhibitors' Online Service Centre</p> <p><u>Any questions?</u> Tel: +49 40 3569-7575 Email: customerservice@hamburg-messe.de</p>
<p>Official Stand Constructor</p> <ul style="list-style-type: none">• Stand design, consultation and construction	<p>Hamburg Messe</p> <p>Interested in receiving a quote? Please write to the following address: info@lueco.de and put "STAND DESIGN REQUEST" as e-mail subject.</p>
<p>Shell scheme and other modular stands</p> <ul style="list-style-type: none">• Order of shell scheme & other modular stands• Customization (printing of logos, graphics, etc.)• Additional furniture and equipment <p>Check deadlines and more info on page 9</p>	<p>Hamburg Messe</p> <p>Exhibitors' Online Service Centre</p> <p><u>Any questions?</u> Tel: +49 40 3569-7575 Email: customerservice@hamburg-messe.de</p>

<p>Stand design approval <i>Deadline: check page 9</i></p> <p><u>Please note that the stand design review and approval process is a paid service to be covered by the exhibitor</u></p>	<p>Hamburg Messe</p> <p>Please submit your stand design through the dedicated platform. <u>More info page 14</u></p> <p>Question? please contact: Venues Production and Operations Technical Safety ops@hamburg-messe.de Tel: +49 40 3569 2528</p>
<p>Official Freight Forwarder and Customs Broker and Sole On-site Freight Handling Agent</p>	<p>European International Fairs Limited Tel: +44 (0)1732 860 330 uitpops@european-intl.com</p>
<p>Accommodation</p> <p>Beware of fake accommodation agencies contacting you pretending to be official</p> <p><u>The only official agency is CPO HANSER SERVICE</u></p>	<p>CPO HANSER SERVICE</p> <p>UITP Summit 2025 – Hotel Booking Portal: Click here</p> <p>Special link for group accommodation (from 9 persons) : Click here</p>

Catering Exclusivity *

Please note that for catering, you are obliged to pass by **Hamburg Messe's exclusive supplier: Käfer**

Käfer's website

For any questions, please feel free to contact:

catering-hamburg@feinkost-kaefer.de
Tel.: +49 40 3569-3217

EXHIBITOR CHECKLIST

Item	Deadline
Submission of stand design & plans for approval (<i>more info page 14</i>) <i>Special deadline for double-decker stands</i>	09-05-2025 21-04-2025
Venue Services Deadline for anticipated rates (+20% surcharge after that date)	18-05-2025
Deadline to order shell scheme Company name on fascia for Shell Scheme exhibitors If any artwork to print and paste (logo, etc.)	05-05-2025 05-05-2025 05-05-2025

EXHIBITOR'S ONLINE VISIBILITY

All the exhibitors will receive access to the online visibility platform (as of February 2025).

In their dedicated area, exhibitors will be invited to upload material and information for their visibility (logo, company profile, etc.). The uploaded material and information will then automatically appear in their exhibitor profile in the **online Exhibitors' List** on the Summit's website (<https://uitpsummit.org>).

Access codes are provided by the Organizer. If for some reasons you have not received them, please contact jeanfrederic.charles@uitp.org.

The cost of it is included in the compulsory application fee, marketing and PR package of 1000€ paid by all the exhibitors.

We invite you to upload all your information as soon as possible, to benefit from a good visibility.

LOGISTICS

Shipping

We have appointed **European International Fairs Ltd** as the Official Freight Forwarder and Sole On-Site Cargo Handling Contractor for the **UITP Global Public Transport Summit 2025 Exhibition**.

European International Fairs Ltd
Units 6/10, Skitts Manor Farm
Moor Lane, Marsh Green
Edenbridge, Kent TN8 5RA

Tel: + 44 1732 860 330

Email: uitpops@european-intl.com

Please refer to the link below for their shipping guidelines
http://portal.european-intl.com/showdocs/uitp_si

Nominated Partners

Please open the link to view European International's [experienced and reliable partners](#) who can take care of all your shipping needs from your door, your supplier's door or anywhere in the world, to your stand in Hamburg and back again. All are experienced in shipping exhibition materials and work with European International on a regular basis. They will take care of all the necessary arrangements and can guide you through the whole process at a local level. Alternatively European International are happy to work with your own preferred forwarder, booth contractor or with you directly.

Shipping via Courier

If you plan to ship by courier please note Hamburg Messe **will not** receive or sign for any shipments on your behalf. European International offers a small package handling rate. Please ship DDP to their warehouse (full details can be found in European Internationals full [shipping guidelines](#)).

Please note to access the handling tariff please register your company via our portal by [clicking here](#). If you have already registered, please contact us directly.

Shipping & Labelling for Branding/Sponsors' material, Delegate bag insert & Media partners

For those shipping materials as UITP Sponsors, delegate bags inserts and media partners for free distribution as agreed with UITP it is vital that you contact European International Fairs Ltd for specific shipping instructions, delivery address and shipping labels.

We and or UITP cannot be held responsible for items that cannot be identified or located if shipped without prior notification and or correct labelling. For further information please contact uitpops@european-intl.com and one of the team will be on hand to assist.

Shipping Deadlines

All shipments should arrive by the following dates:

Airfreight International shipments (arr. Hamburg HAM airport)	5 working days prior to your preferred delivery date
Ocean Freight (FCL) Hamburg/Bremen/Bremerhaven	5 working days prior to your preferred delivery date
Ocean Freight (LCL) Hamburg Hamburg/Bremen/Bremerhaven	8 working days prior to your preferred delivery date

Marking & Packing

Please ensure that your items are packed in robust, re-usable crates/cases, suitable for transit both to and from the event. We strongly recommend using screws or hinges rather than nails. All packaging materials being shipped from outside of the European Union must be compliant with ISPM15 regulations. Please contact your local Government Plant Health Department for further information. All pieces / crates should be clearly marked in accordance with our shipping instructions. With our shipping instructions we have formatted labels for your use.

ACCESS & PASSES

CONTRACTOR PASSES: Contractors will not need passes to access the venue during the build-up and tear-down periods.

As for the vehicles accesses, please refer to the traffic guide (see page 5).

The information about the Summit registration (different types of passes and related benefits) is available here on the [Summit Website](#)

EXHIBITOR PASSES: access to the exhibition area and marshalling yard during the build-up and tear-down periods as well as during the exhibition time (and two hours before and one hour after the official exhibition visit hours). More details in timetable on page 6. Equivalent to the "EXPLORE" pass, it is giving you also access to the Expo Sessions and the Innovation Guided Tours.

[Here is the link](#) leading to the **Exhibitor Registration System**, to register each booth staff and get the exhibitor passes. This link is exclusively for your booth staff and must not be shared externally. The exhibitor passes are **free of charge and unlimited**.

Special rates for the exhibitors to register to the Full Summit Experience ("EXCHANGE" pass)

1st registration: 980 EUR

As of 2nd registration: fix rate of 1470 EUR

[To benefit from this advantageous rate, please contact: jeanfrederic.charles@uitp.org](mailto:jeanfrederic.charles@uitp.org)

VISITOR PASSES: ("EXPLORE" pass: value early-bird rate 70 EUR): access to the exhibition area and activities (Expo Sessions & Innovation Guided Tours) within the official exhibition opening hours.

To invite your clients, partners, prospects, etc. to register FREE OF CHARGE to the exhibition (EXPLORE pass), please share with them [THIS LINK](#).

Waste disposal

Hamburg Messe employs an ecological waste disposal concept. This means that with the help of the waste producers (stand constructors, exhibitors, visitors) the waste produced can be separated so that the reusable materials can be recycled.

All exhibitors are obliged to limit and also dispose of any waste, according to the technical guidelines.

Any waste left in front of the stands will be removed at cost before and during the event. Please order your required waste bags or containers in advance via the Online Service Center (OSC).

Please note that only waste in the waste bags ordered via the OSC will be removed.

During set-up and dismantling, recycling advisors will also be on site to ensure proper waste management and sustainability practices are followed.

Dilapidation

Exhibitors are liable for any damage they may cause to buildings, floors, walls, columns or to any shell scheme equipment or any other exhibitor's property. Exhibitors are also responsible for any damage caused by their agents or contractors. No exhibitor may apply paint, lacquer, adhesives or coating to the building or shell scheme panels nor drill holes into the floor. The organizer will inspect the halls before build-up and after dismantling of the stands and any damage caused will be charged directly to the exhibitor. This includes a charge for removing any carpet tape or heavy building waste left behind.

Shell schemes and other modular stands

Shell scheme (equipped stand) or other types of modular stands can be ordered via the online ordering platform:

[Exhibitors' Online Service Centre](#)

Any questions?

Tel:

+49 40 3569-7575

Email:

customerservice@hamburg-messe.de

Customisation and additional equipment/furniture orders are to be placed through the same platform.

Please consult page 9 for the deadlines to provide the exact company name to be printed on the fascia of the shell scheme and to print graphics on the walls/fascia of the shell scheme.

STAND CONSTRUCTION

Sustainability at the Heart of our Event Planning

As we prepare to host this event for at least two consecutive editions at the same location in Hamburg, in 2025 and 2027, we are presented with a unique opportunity to embrace sustainability and contribute to a greener future.

By planning ahead, we can store and reuse construction materials, significantly reducing waste and the environmental footprint of our event. From flooring to structural elements, the resources used for building the exhibition spaces can be preserved and repurposed, aligning with the principles of circular economy.

Moreover, stand designs can be thoughtfully crafted with a two-edition approach in mind. Exhibitors are encouraged to create modular, adaptable stands that can be reused, saving not only materials but also the energy and resources involved in producing entirely new setups.

We strongly encourage all stakeholders to consider local providers for their needs, as this choice helps build a resilient local economy and reinforces our collective responsibility toward sustainable practices. By prioritizing local service providers, we not only reduce the environmental impact associated with transportation and storage but also support the sustainability of the local economy.

In addition, we urge exhibitors to consider the sustainability of their giveaways. Promotional items can be designed to minimize waste and environmental impact by prioritizing eco-friendly, reusable, or biodegradable materials. Thoughtful giveaways—such as items made from recycled materials, practical tools, or digital alternatives—reflect not only your commitment to sustainability but also resonate with attendees who value environmentally conscious practices.

TECHNICAL PLANS REQUEST

To require a technical plan of your stand, please contact:

Hamburg Messe

Venues Production and Operations

Technical Safety

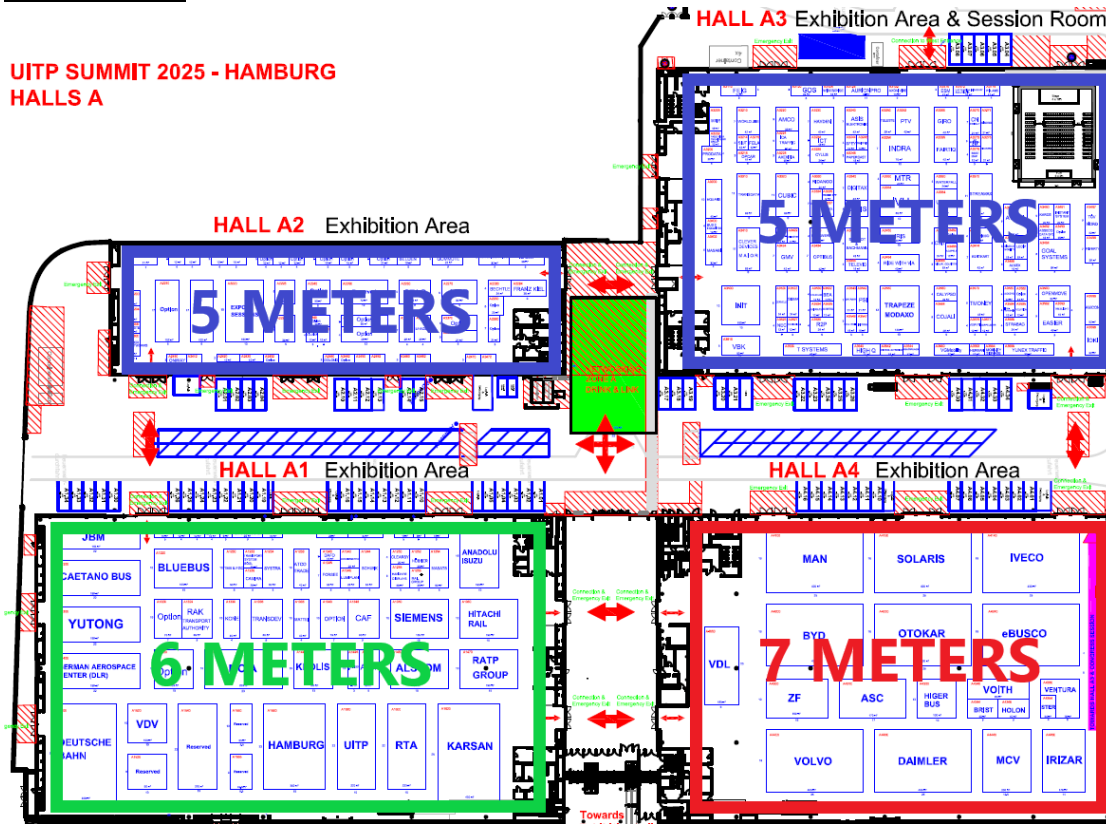
Email : ops@hamburg-messe.de

Tel: +49 40 3569 2528

CONSTRUCTION HEIGHTS

In the A HALLS

UITP SUMMIT 2025 - HAMBURG
HALLS A



In the B HALLS

The maximum construction height allowed in the B Halls is **4 meters** everywhere.

STAND DESIGN APPROVAL PROCESS

Not for shell schemes and modular stands ordered via the Exhibitors' Online Service Center

ALL custom stand designs will have to be reviewed and approved by Hamburg Messe. The stand design review and approval is a **paying service (90 EUR)** to be covered by the exhibitor.

Stand design submission	
Please submit your stand design through the dedicated platform: ELCH	Link to EN Manual Link to DE Manual
Deadlines	
Submission of stand design & plans for approval <i>Special deadline for double-decker stands</i>	09-05-2025 21-04-2025
Contact details	
Venues Production and Operations Technical Safety	ops@hamburg-messe.de Tel: +49 40 3569 2528

Organizer's basic rules for stand design & construction

- The partition wall: The other side of your partition wall (your neighbor's side), above 2,50 meters, will have to be flawless painted in white and without any graphics or logos of your company.
- An access ramp for Disabled persons is obligatory if the stand's floor is higher than 4cm.
- When a stand is positioned against another stand, any possible hanging banner should be positioned at least 1 meter away from the partition wall.
- The exhibitor is required to provide their own walls for all closed sides of their booth, with a minimum height of 2.50 meters.

Stand construction rules:

Example 1 : One side closed with neighbors.

Warning :

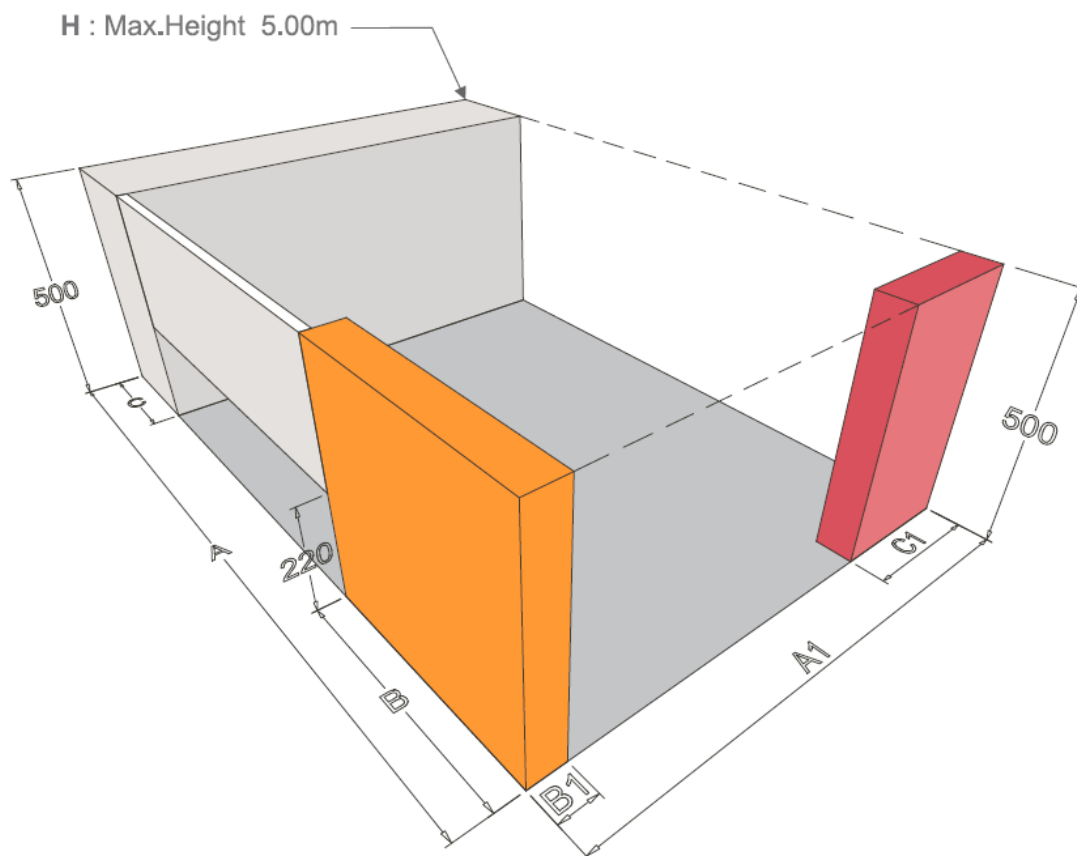
For each open side, only 1/2 closed is authorized.

$B+C$ (or $B1+C1$) = max. 1/2 of A (or $A1$).

Under the fascia, the passage is of minimum 2.20m

H = The maximum height authorized in this example is 5.00m.

The back side of your partition wall (your neighbor's side), above 2,50m, will have to be flawless painted in a white color and without any graphics or logos of your company.



The above-indicated height is an example. The maximum height allowed depends on the exhibition hall where the stand is located. Please consult page 14 to know your stand's maximum height.

Example 2 : Two sides closed with neighbors.

Warning :

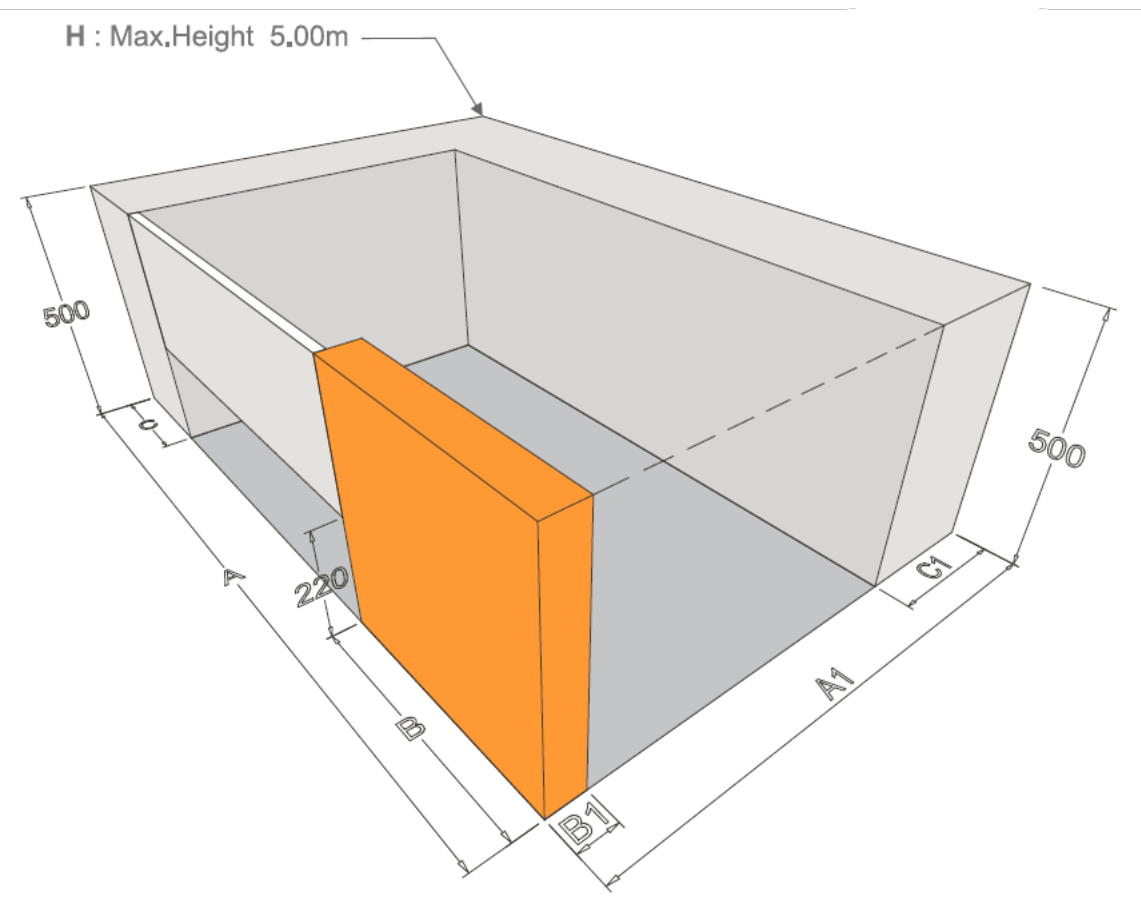
For each open side, only 1/2 closed is authorized.

$B+C$ (or $B1+C1$) = max. $1/2$ of A (or $A1$).

Under the fascia, the passage is of minimum 2.20m

H = The maximum height authorized in this example is 5.00m.

The back side of your partition wall (your neighbor's side), above 2.50m, will have to be flawless painted in a white color and without any graphics or logos of your company.



The above-indicated height is an example. The maximum height allowed depends on the exhibition hall where the stand is located. Please consult page 14 to know your stand's maximum height.

Example 3 : Three sides closed with neighbors.

Warning :

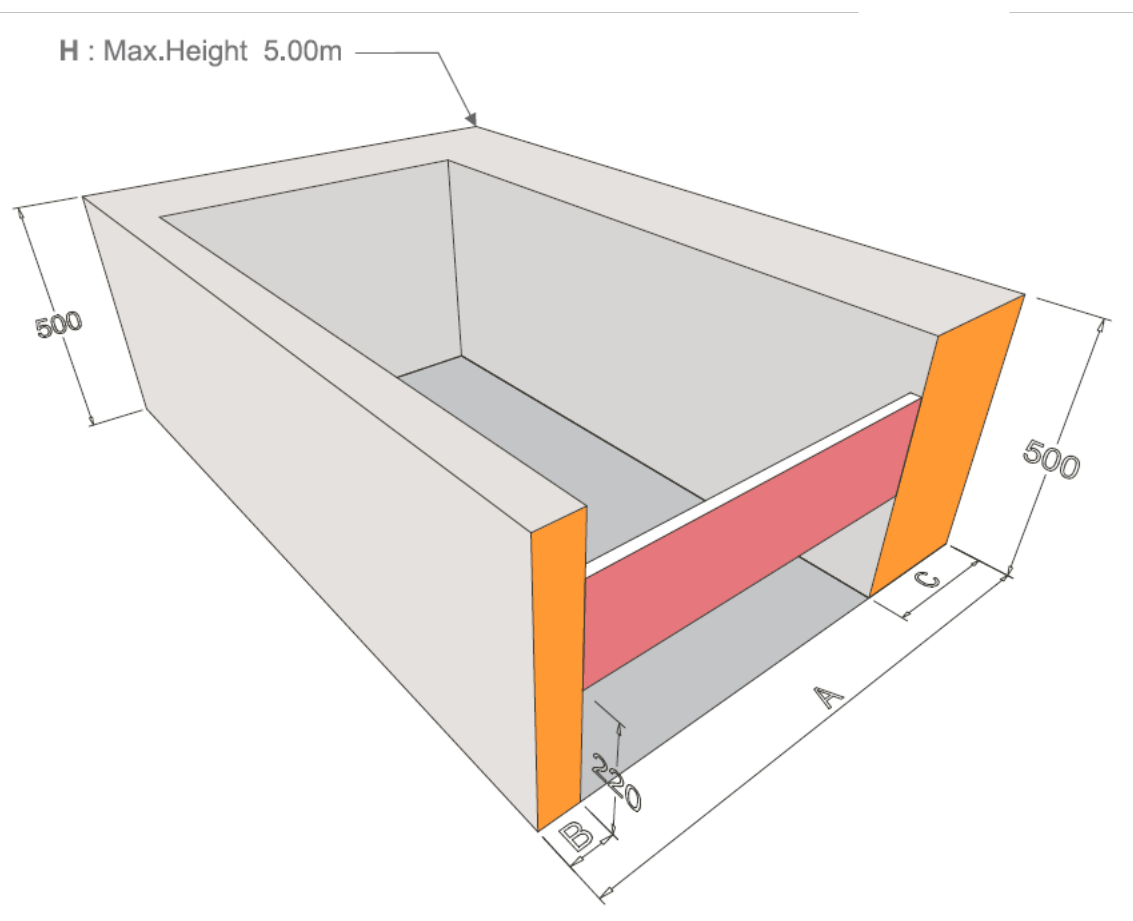
For each open side, only 1/2 closed is authorized.

$B+C = \max. 1/2 \text{ of } A.$

Under the fascia, the passage is of minimum 2.20m

H = The maximum height authorized in this example is 5.00m.

The back side of your partition wall (your neighbor 's side), above 2.50m, will have to be flawless painted in a white color and without any graphics or logos of your company.



The above-indicated height is an example. The maximum height allowed depends on the exhibition hall where the stand is located. Please consult page 14 to know your stand's maximum height.

Example 4 : Four sides open.

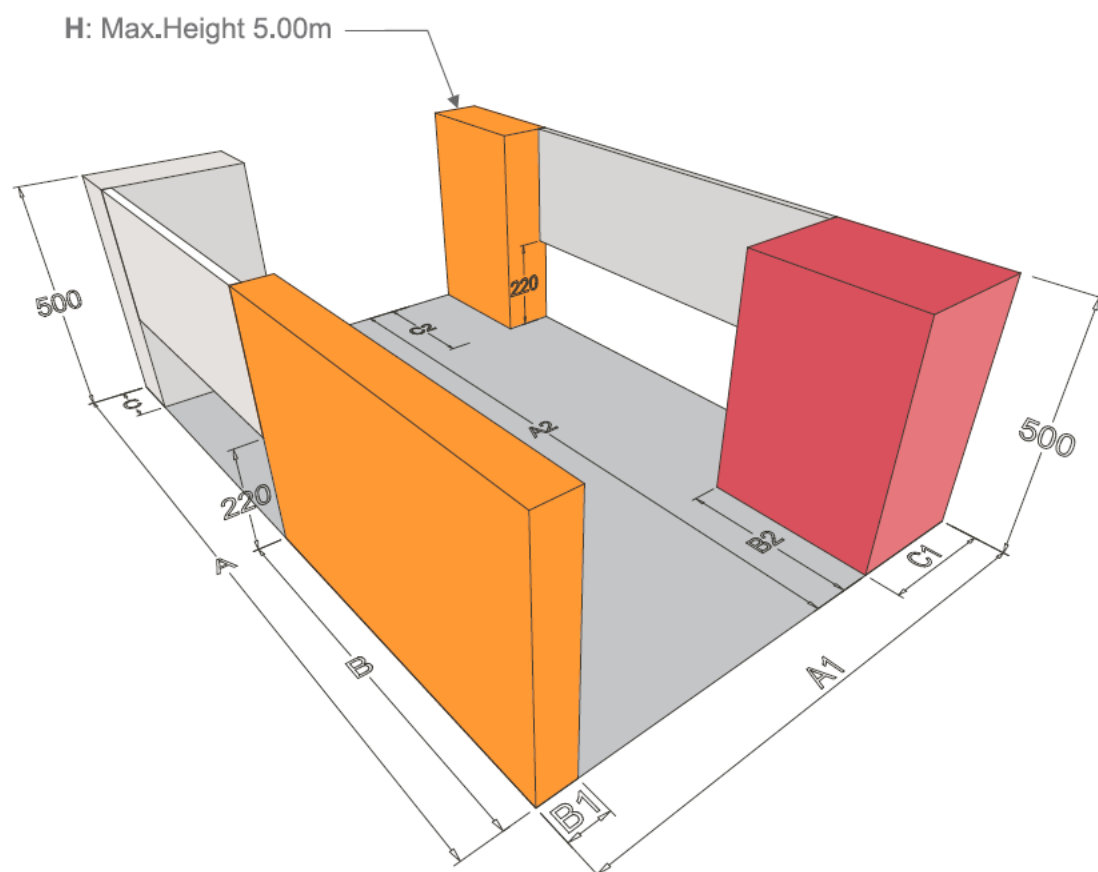
Warning :

For each open side, only 1/2 closed is authorized.

$B+C$ (or B_1+C_1 or B_2+C_2 etc ...) = max. 1/2 of A (or A_1 or A_2).

Under the fascia, the passage is of minimum 2.20m

H = The maximum height authorized in this example is 5.00m.



The above-indicated height is an example. The maximum height allowed depends on the exhibition hall where the stand is located. Please consult page 14 to know your stand's maximum height.

Example 5 : Three sides open for big stand (BUS) >200M².

Warning :

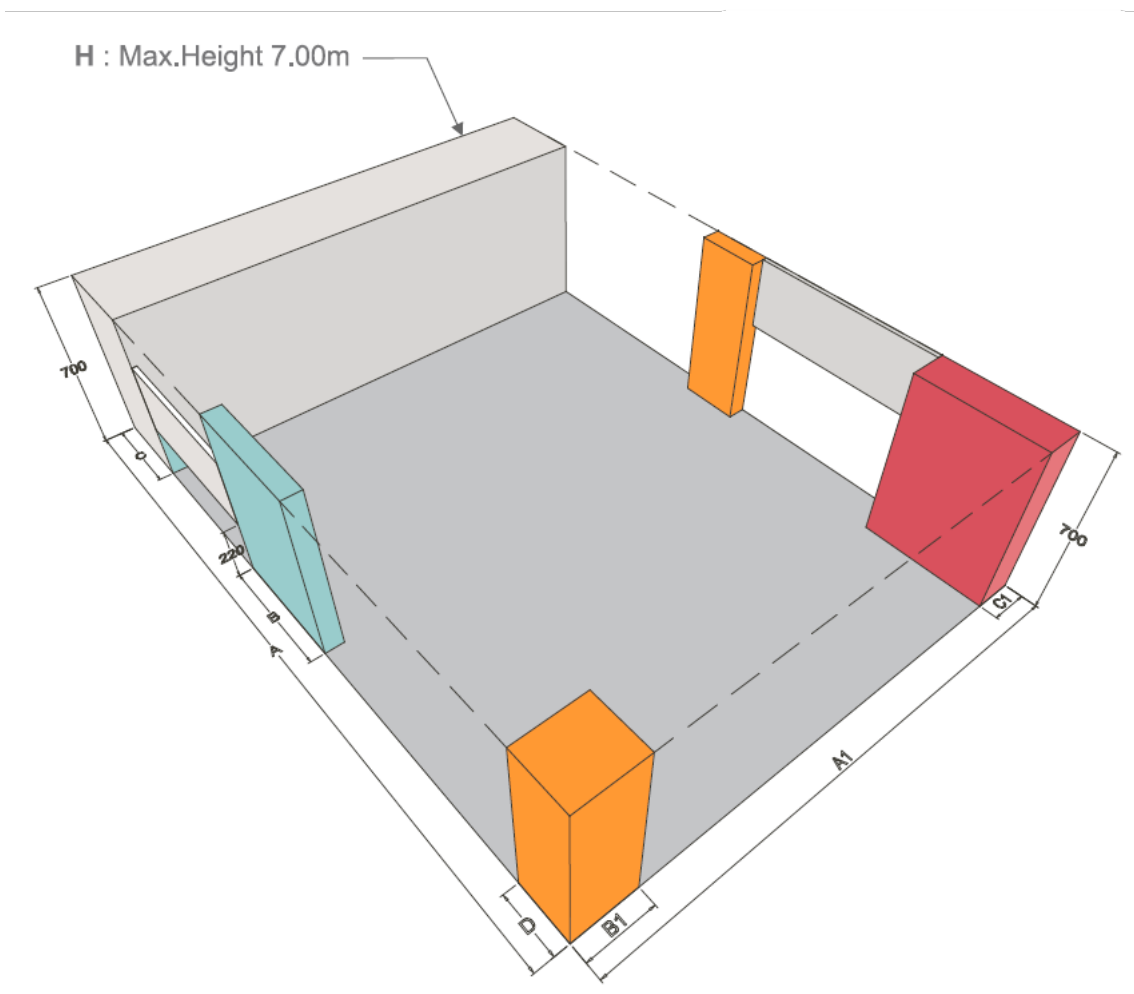
For each open side, only 1/2 closed is authorized.

$B+C+D = \text{max. } 1/2 \text{ of } A_1$

$B1+C1 = \text{max. } 1/2 \text{ of } A1$

Under the fascia, the passage is of minimum 2.20m

H = The maximum height authorized in this example is 7.00m.



The above-indicated height is an example. The maximum height allowed depends on the exhibition hall where the stand is located. Please consult page 14 to know your stand's maximum height.

RULES & REGULATIONS

The rules and regulations produced by Hamburg Messe and the Organizer will be observed and enforced, at all times by exhibitors, contractors, and subcontractors.

Rules from the Organizer

Insurance

Postponement or cancellation of the Exhibition: Each exhibitor is reminded that he is responsible for effecting insurance cover for expenses due to the postponement or cancellation of the exhibition for any reason.

Exhibitors are responsible for insuring their goods against loss or theft. We recommend them to take out a trade fair and exhibition risk insurance.

Consignment of the exhibiting space

Exhibitors are required to register at the Organizer's desk before starting any construction works.

All parties granted access to the venue shall comply with the instructions and dispositions given by Hamburg Messe in the present regulations as well as those given in the form of signs or written notice. Access to the fairground for the stand's building up and dismantling phases is limited to the days and times indicated in the timetable. Outside these periods, it will not be permitted to bring in or out material or for personnel to remain within the exhibition center premises.

Access to the fair site requires a valid admission ticket issued by the Organizer. Visitors may only enter the fair site during opening hours; exhibitors may gain admission at the times indicated in the timetable in this technical guide.

Organizer's responsibility

The Organizer shall neither be held responsible for any restriction which prevents the construction, finishing, alteration or dismantling of the stand nor for the movement of exhibits or the failure of any service provided by the hall personnel or caused by circumstances which are not under its control.

Occupying space conditions

An exhibitor will not be permitted to occupy the space booked or allocated until the Organizer in respect to the contract **has received full payment** of the agreed rental fee.

All the payments should be fulfilled before starting the building up as there will be an entrance control at the doors. Failure to make such final payment by the agreed date will result in the loss of any deposit previously paid and the full amount for the rental of exhibition space will still remain due. This will also result in the cancellation of the space booked, which will be immediately reallocated to another exhibitor.

Availability of the stand area

The premises will be made available to exhibitors from 11 June 2025 at 07:00 and must be completed for occupation of the exhibition at 18:00 on 15 June 2025. The exhibitors must make sure that stand constructors commit themselves to respecting this deadline.

Exhibitors shall keep their stands open throughout the opening hours. It is expressly forbidden to start any sort of stand dismantling on Wednesday 18 June 2025 before closing time at 16:00.

Smoking in the Venues

Hamburg Messe venues are no smoking. Smoking is permitted outside the building only, away from the building entrances.

Offensive Displays

Organizers reserve the right to request the withdrawal of any visual display that may be considered offensive or is subject to reasonable complaint.

Animals at the Venues

No animals are allowed in the venues.

Exhibitor Access to the Halls

Exhibitors accessing the halls must display their exhibitor passes for entry into the halls. Persons without exhibitor passes will not be allowed to enter.

Exhibitors setting up their displays must only do so after completion of the stand. Persons accessing the stand whilst it is being constructed, which includes all fittings and fixtures work, will do so at their own risk.

Contractors Access

Contractors must only be in the halls during an exhibition where they have been asked to attend a stand that requires attendance due to an urgent safety situation otherwise all works must be carried out after visitor hours.

Promotional activities

Promotional activities should be staged within the confines of the stand and not at the edge of thereof; No trading or advertising activities may be carried on within the fair site premises without the Organizer's permission.

Noise prevention

In order to prevent excessive machine noise exhibitors shall, if necessary, use sound absorbers, exhaust silencers, soundproof confinements or shields. Demonstrations of machines, musical instruments, loudspeakers, bells, sirens, high-frequency appliances, etc., which are associated with noise or other forms of disturbance, may only take place at times reserved for this purpose by the Organizer. The Organizer reserves the right to restrict or prohibit such demonstrations. Exhibitors shall have no claim to compensation in the event of such prohibition.

The sound should be directed towards the interior of the stand and not outside; the noise level at the perimeter of the stand may not exceed 70 db.

The neighboring stands should not suffer of visual or acoustic interference.

Housekeeping and Discarding of Materials

Exhibitors and contractors are required to maintain clear and safe walkways around the halls during build-up, operation and tear-down in order that staff, contractor personnel and emergency equipment can move around the halls without unreasonable obstruction.

Stand material and equipment must be kept in a reasonably orderly arrangement and any materials that are to be discarded must not be left lying around the floors to act as a fire, trip or slip hazard. We would request that discarded material be bagged to enable a safe and efficient removal. Any perishable or food products must be removed by the exhibitor and not left in the halls where it may become a hazard.

All timber sections that are not contained within a dedicated area and where there is risk to persons from protruding nails must be de-nailed to eliminate this hazard. The exhibitors and contractors must take a responsible approach to the building up of combustible material in the halls.

Cleaning

Exhibitors shall keep their rented spaces in a clean and orderly condition.

Rules, regulations and documents from the venue – Hamburg Messe

The below documents are available at the bottom of this page:

<https://www.hamburg-messe.com/services/downloads>

Reference Guides and Technical Guidelines

- **Technical Guidelines**
- **Reference Guideline Wi-Fi / Internet**
- **Use of glass and acrylic glass in stand construction and design inside fair halls**
- **Catering**
- **Outdoor exhibits**
- **Platforms, stairs, ladders**
- **Rigging**

Contract Terms

- **General Terms and Conditions for Events**
- **General Terms Terms of Participation Hamburg Messe und Congress**
- **Safety Policy for Conventions, Conferences and Exhibitions**
- **House Rules Hamburg Messe und Congress**
- **General Terms of Business internet access**
- **GTC services**
- **Mandatory Information Form**
- **CCH Publication form**
- **General Terms and Conditions of Purchase**
- **House Rules CCH - Congress Center Hamburg**