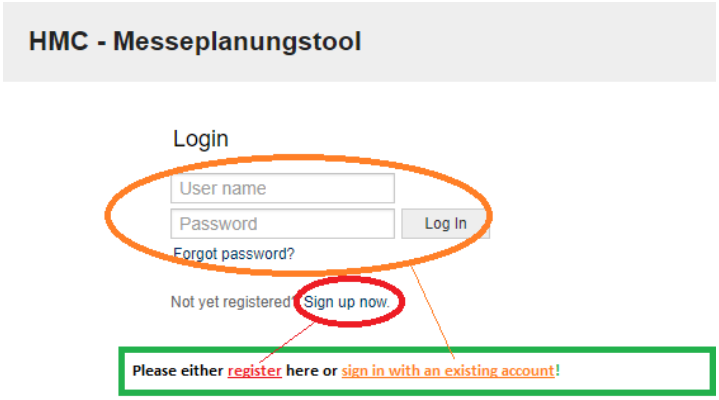
ELCH – Online stand construction checking of Hamburg-Messe

Step by step - manual

1.

Please subscribe at our address ELCH in the system or register for the first time:

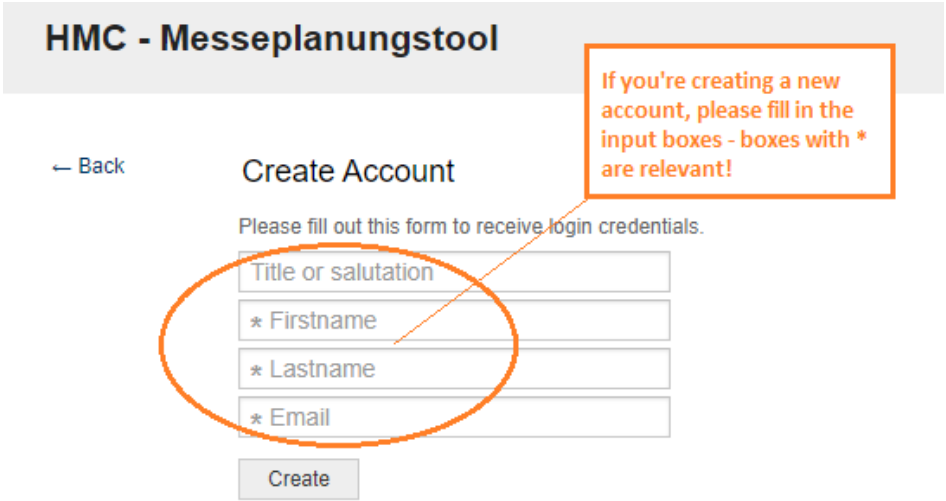


IMPORTANT:

The login details for OSC are not working in ELCH!!! It is an independent tool of the technical department (Technical Safety), which is going to be used for checking the constructions for stand building.

2.

Generate your personal acount:

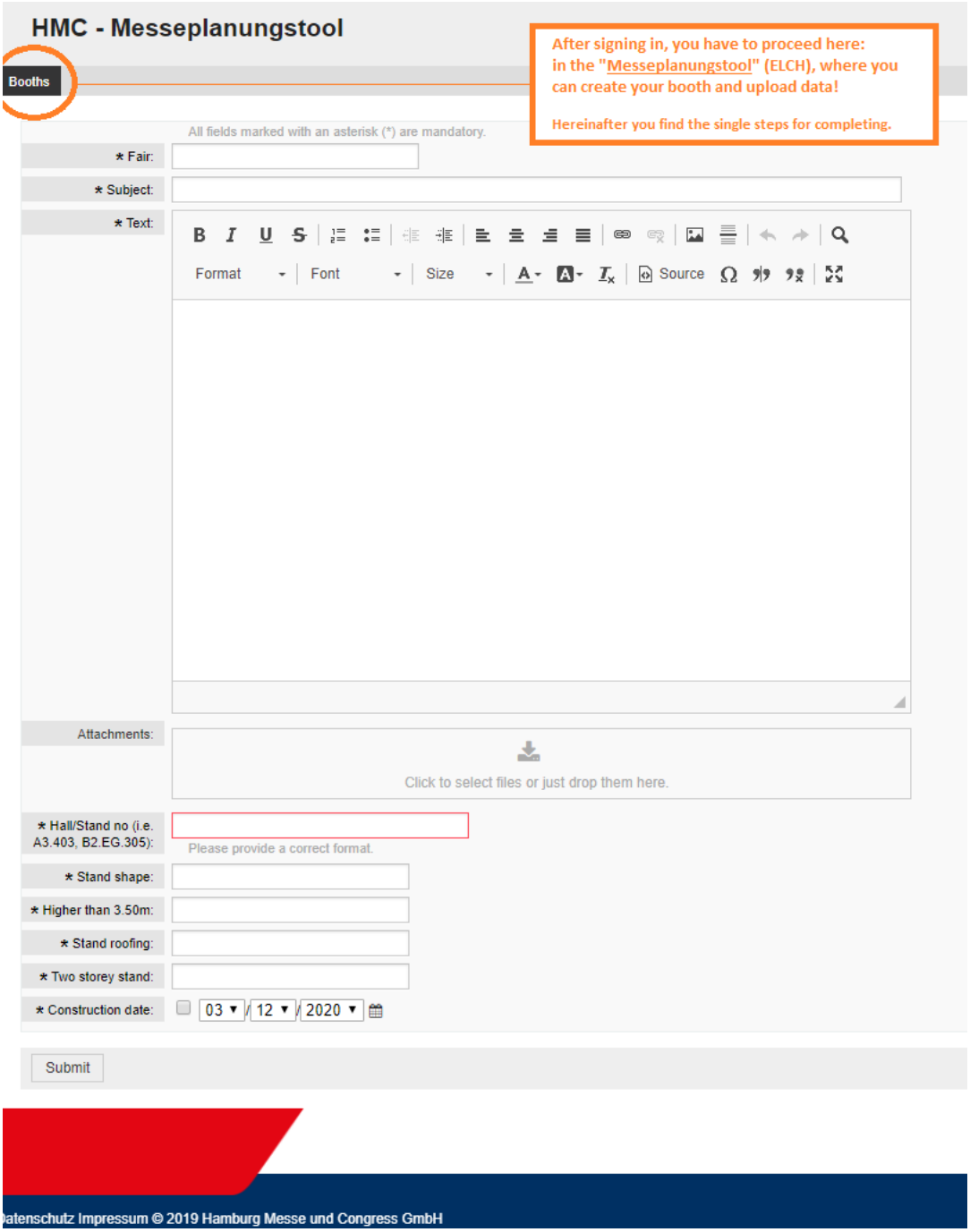


IMPORTANT:

The system will send you a confirmation and later a pass word for one time registration. Please check your Spam folder, in case the mail may have been ended up there accidently!

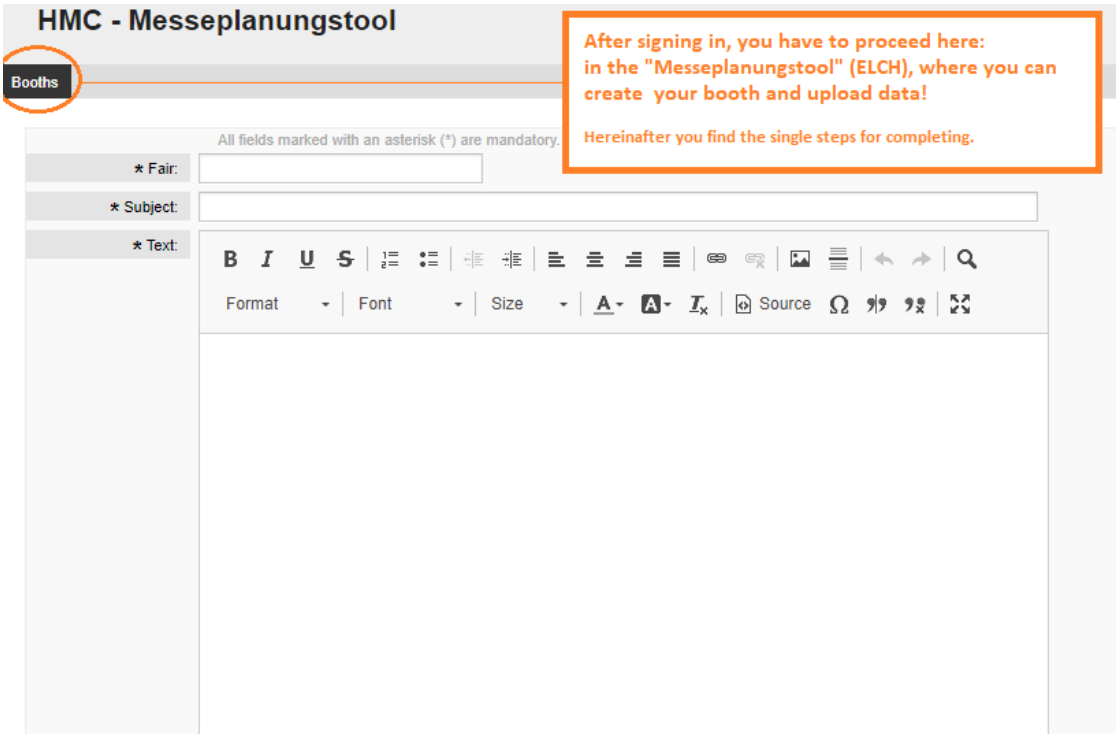
3.

Creating process / submitting application & layouts:



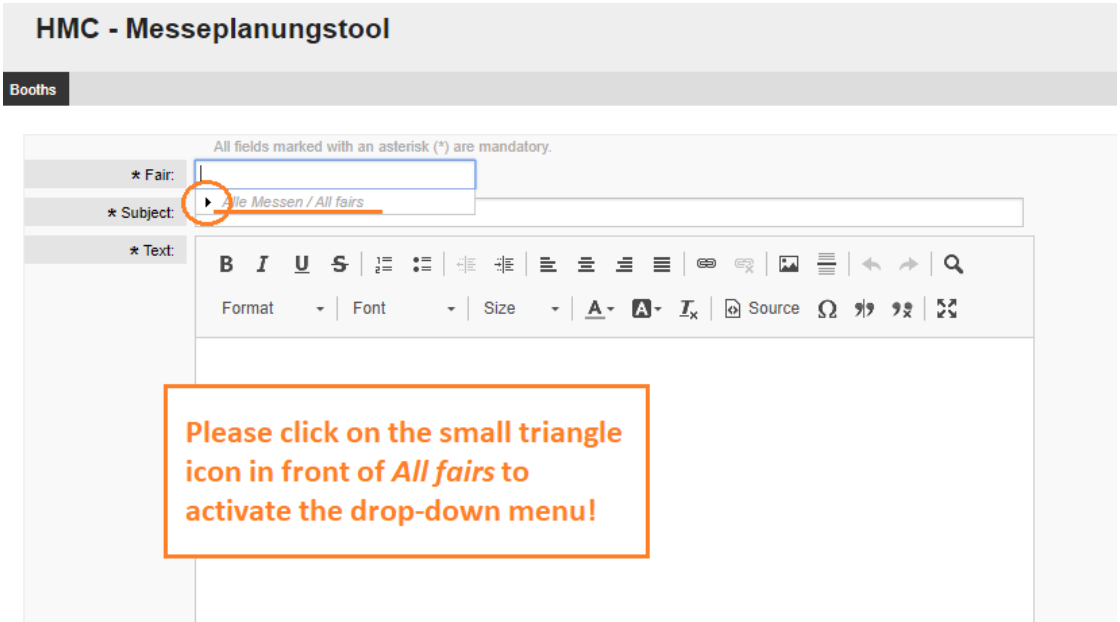
3.1

Choosing fair / event (1):



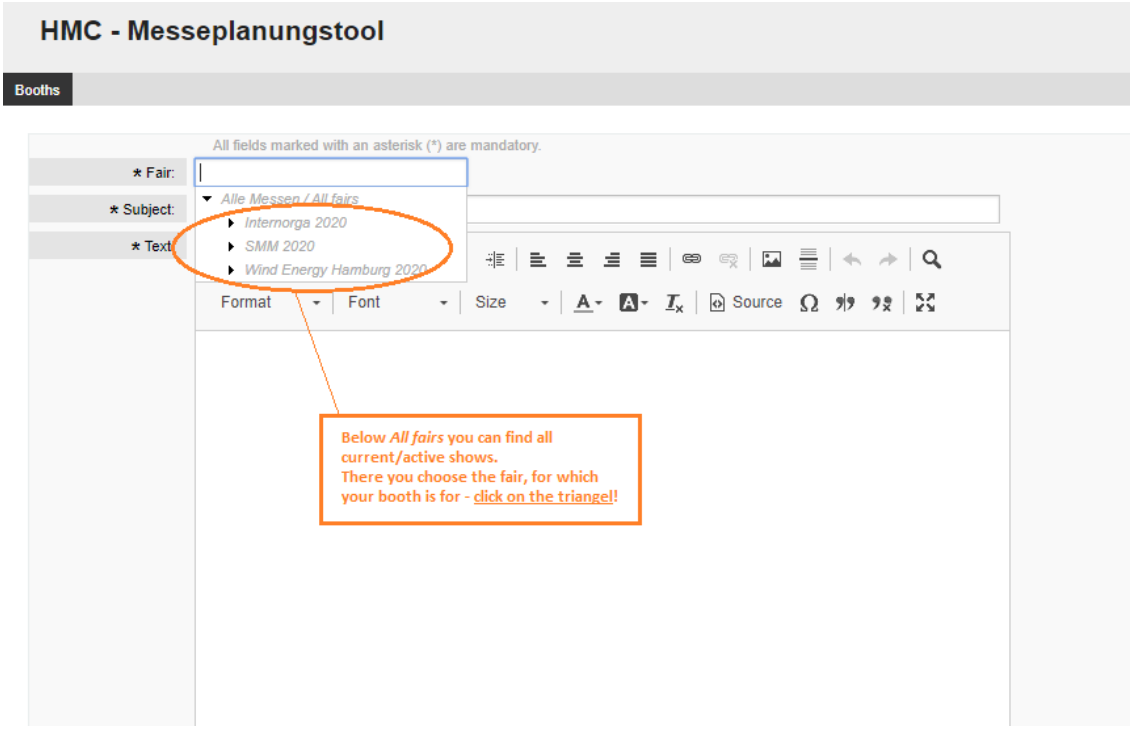
3.2

Choosing fair / event (2):



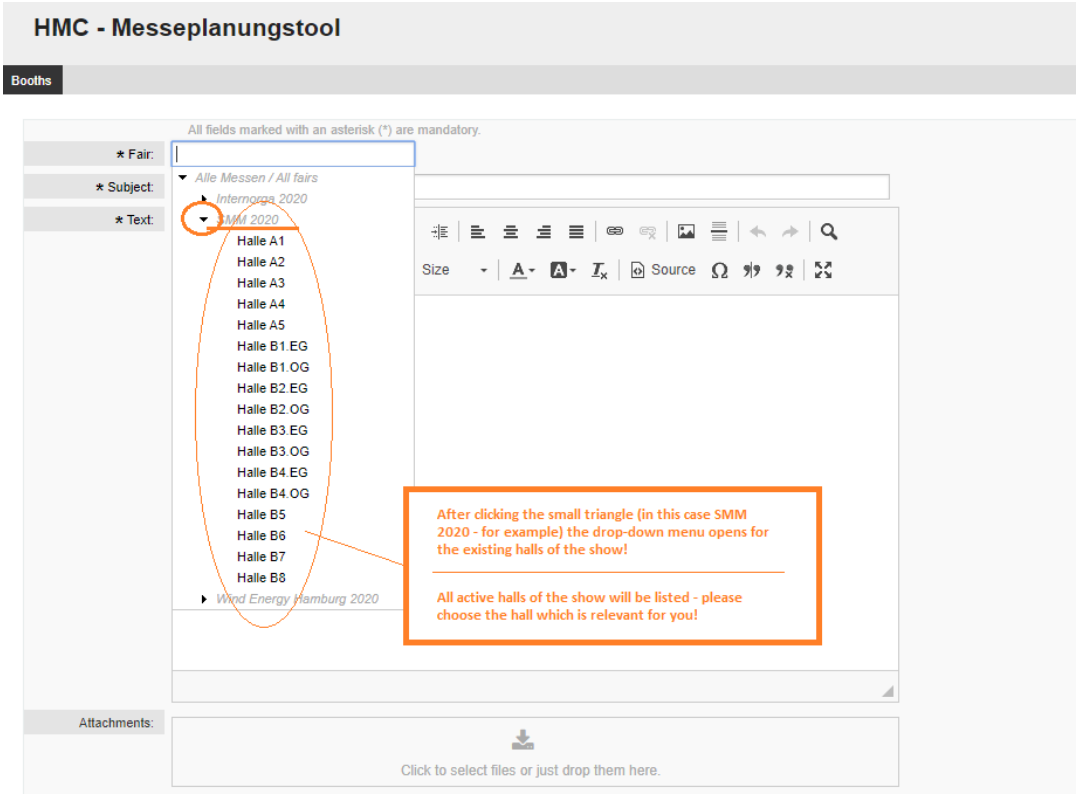
3.3

Choosing fair / event (3):



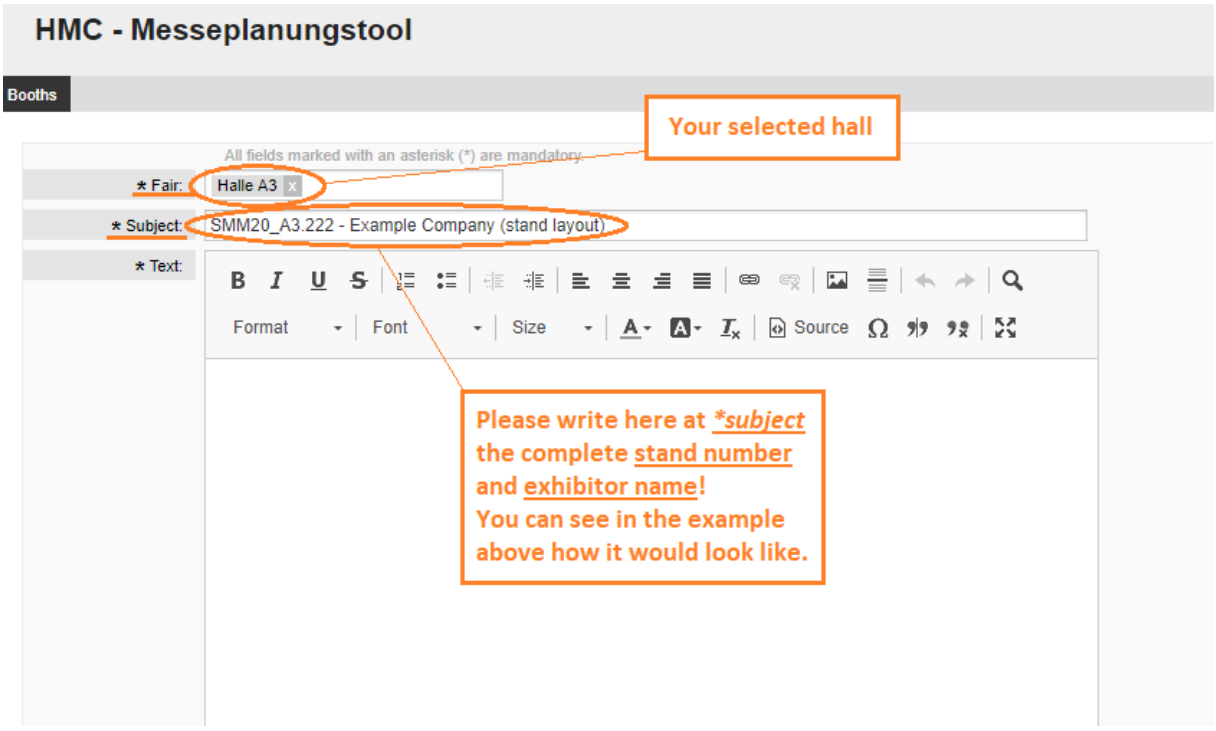
3.4

Choosing hall:



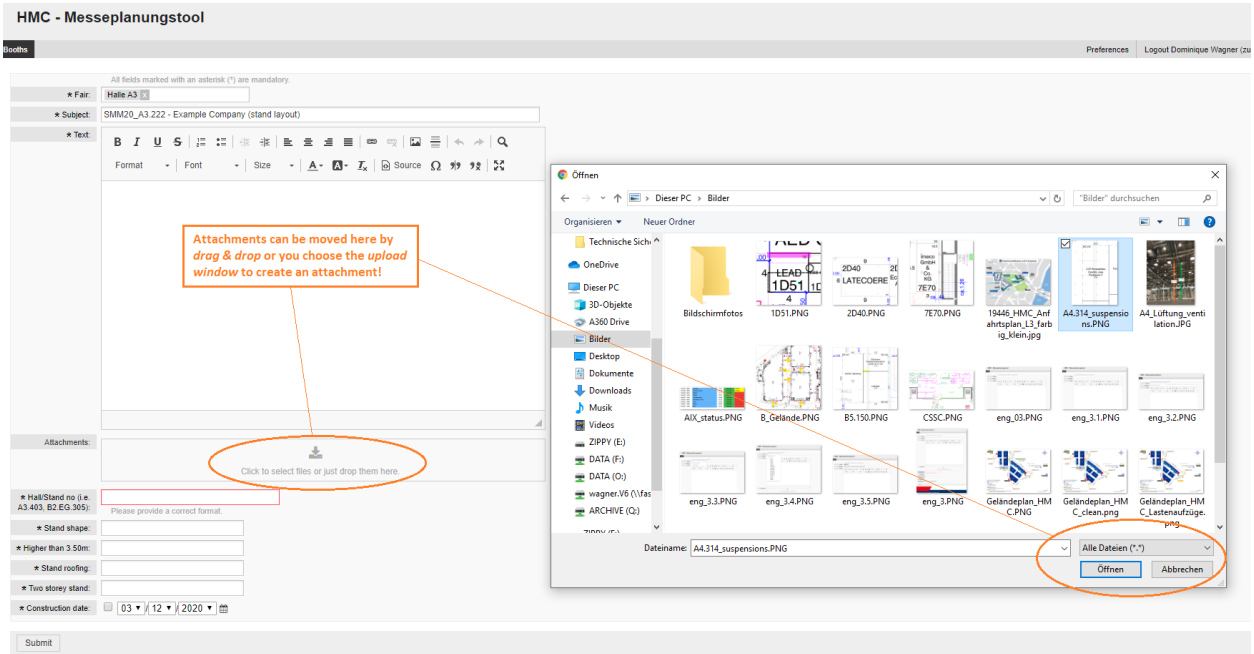
3.5

Insert Subject:



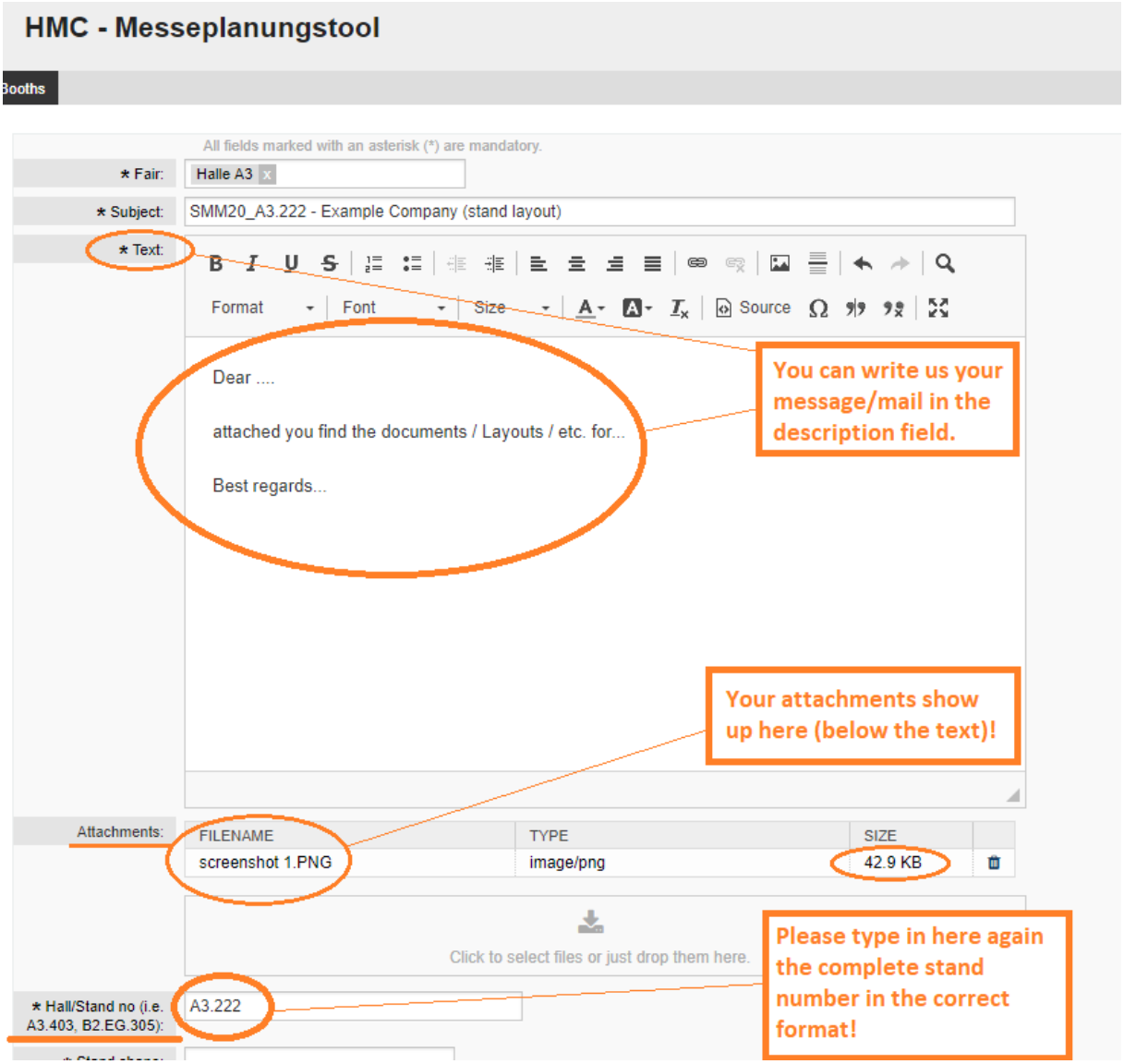
3.6

Insert / upload attachments:



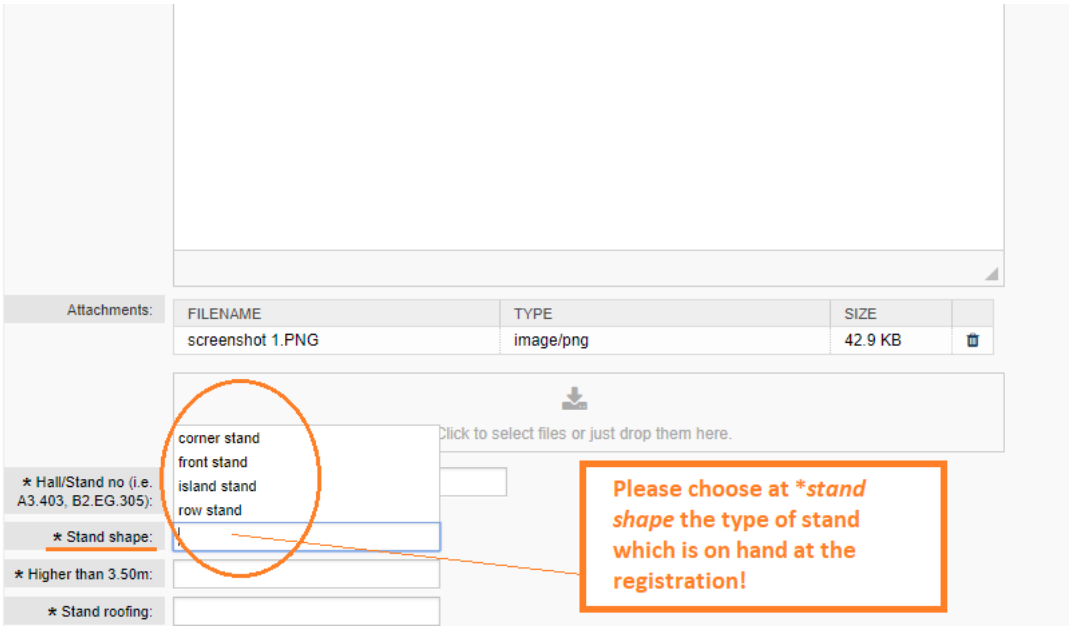
3.7

Description field, stand number and view of uploaded attachments:



3.8

Setting stand shape:

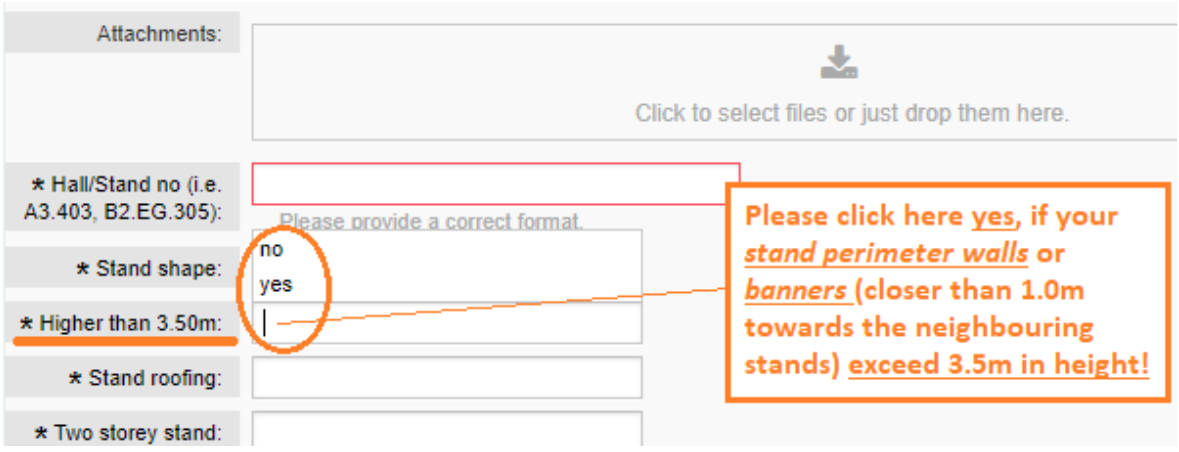


IMPORTANT:

If you're not sure, please take the one that's plausible for you. These data can be adjusted/ edited to a later point in time.

3.9

Indicate building height:

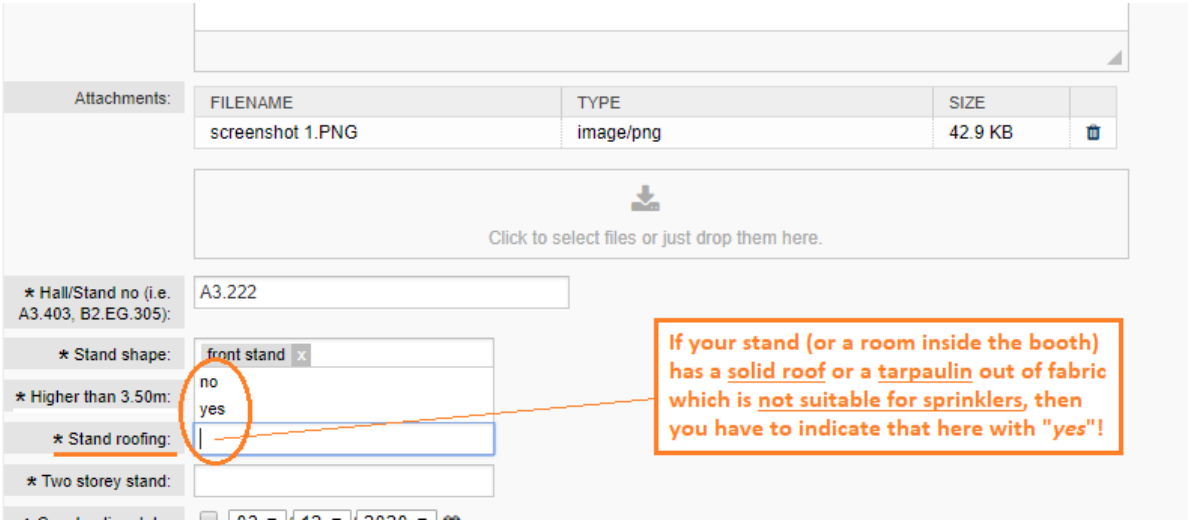


IMPORTANT:

If you're not sure, please take the one that's plausible for you. These data can be adjusted/ edited to a later point in time.

3.10

Indicate stand roofing (regarding technical regulation 5.4.2):

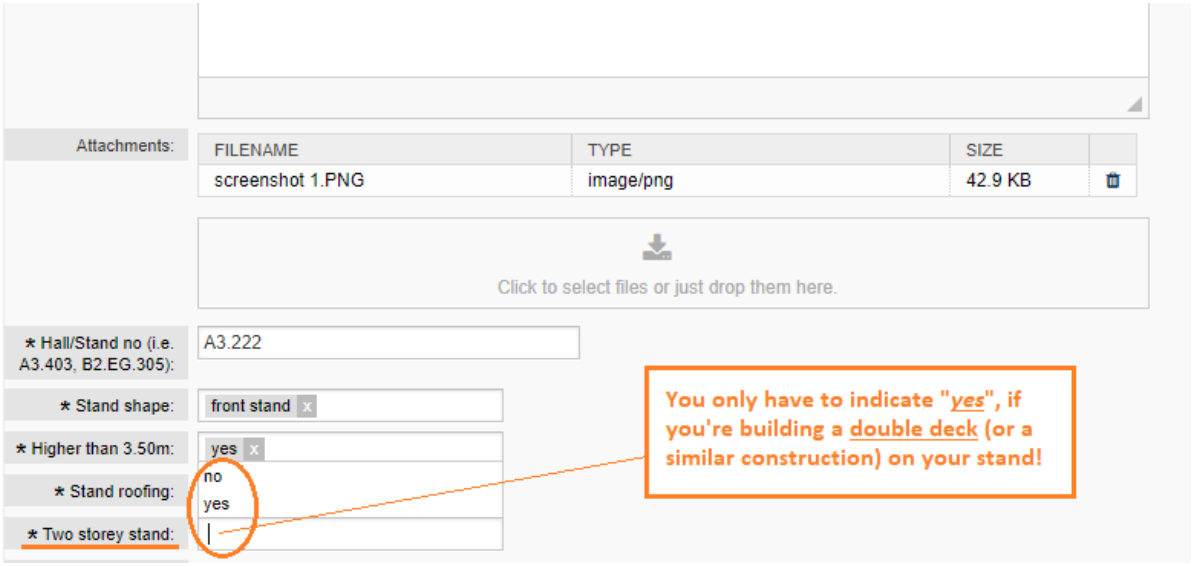


IMPORTANT:

If you're not sure, please take the one that's plausible for you. These data can be adjusted/ edited to a later point in time.

3.11

Declaration/submitting double-deck structures:

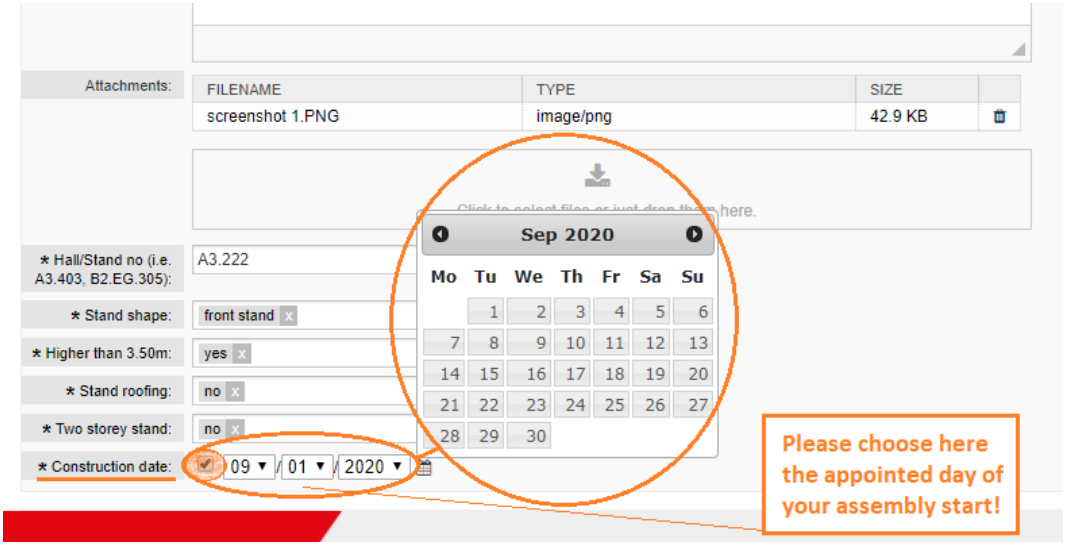


IMPORTANT:

If you're planning a double deck structure, we also need the **2 relevant forms** (*building supervisor & multi-storey stands*) and the **structural calculations** from you!

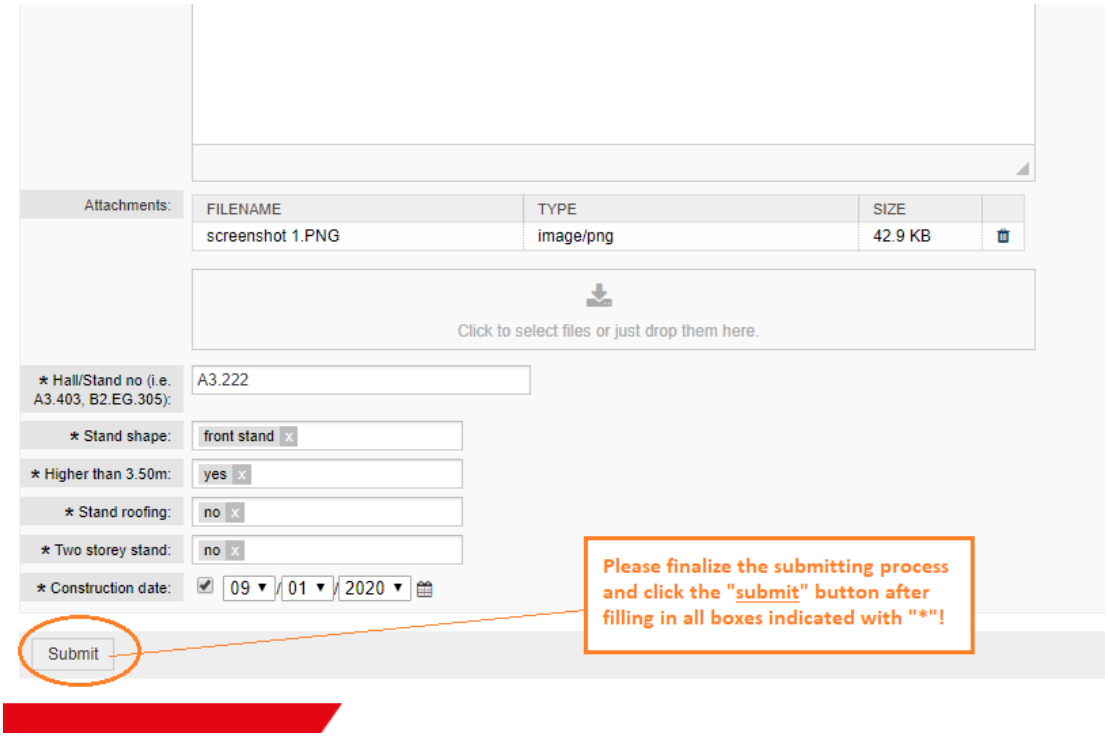
3.12

Declaration start of assembly:



4.

Transmitting / delivering data:



Your data is now available for us online and we will check your drawings & requests asap. You can also generate multiple stands/requests. We will answer you within the system – in addition you'll get these answers via e-mail to the registered e-mail address (and potentially to other addresses given).

Many thanks for using our new services – your team of Technical Safety