

# 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:

HMC - Messeplanungstool

Login

User name

Password  Log In

[Forgot password?](#)

Not yet registered? [Sign up now.](#)

Please either [register here](#) or [sign in with an existing account!](#)

**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 account:

HMC - Messeplanungstool

← Back

Create Account

Please fill out this form to receive login credentials.

Title or salutation

\* Firstname

\* Lastname

\* Email

Create

If you're creating a new account, please fill in the input boxes - boxes with \* are relevant!

**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 accidentally!

3.

**Creating process / submitting application & layouts:**

**HMC - Messeplanungstool**

Booths

All fields marked with an asterisk (\*) are mandatory.

\* Fair:

\* Subject:

\* Text: 

**B I U S** | | | | | | | | | | | | |

Format | Font | Size | | | | Source | | |

Attachments: 

Click to select files or just drop them here.

\* Hall/Stand no (i.e. A3.403, B2.EG.305):  Please provide a correct format.

\* Stand shape:

\* Higher than 3.50m:

\* Stand roofing:

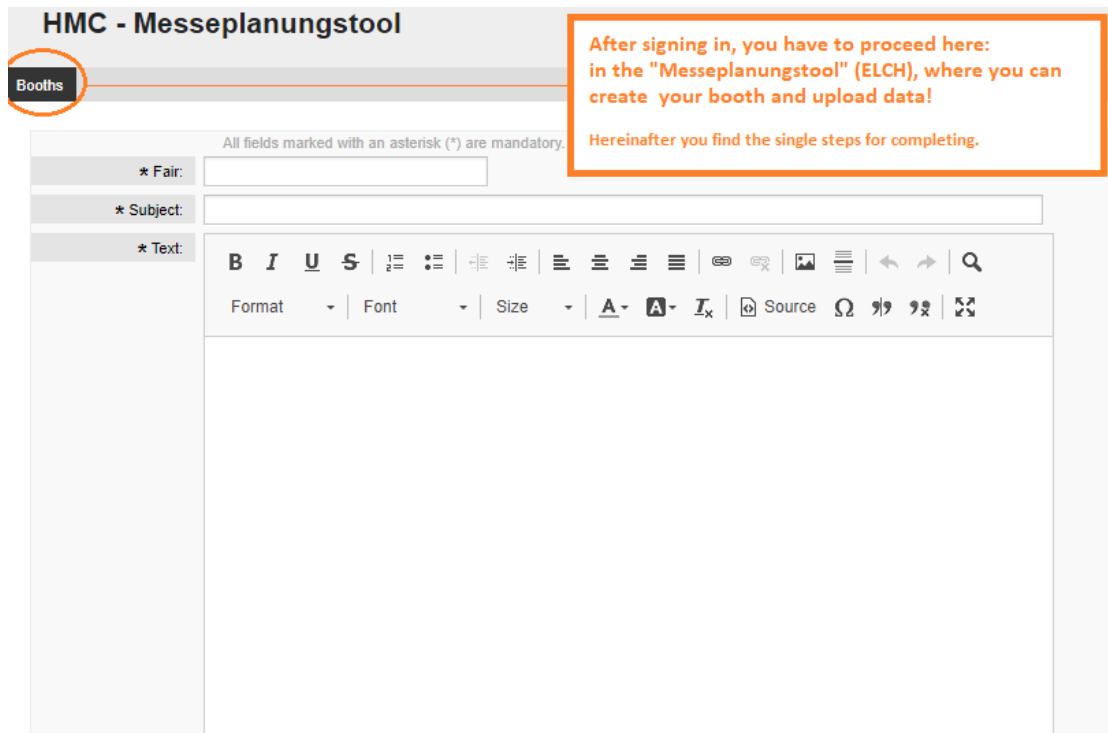
\* Two storey stand:

\* Construction date:  03 / 12 / 2020

Submit

3.1

Choosing fair / event (1):



**HMC - Messeplanungstool**

Booths

All fields marked with an asterisk (\*) are mandatory.

\* Fair:

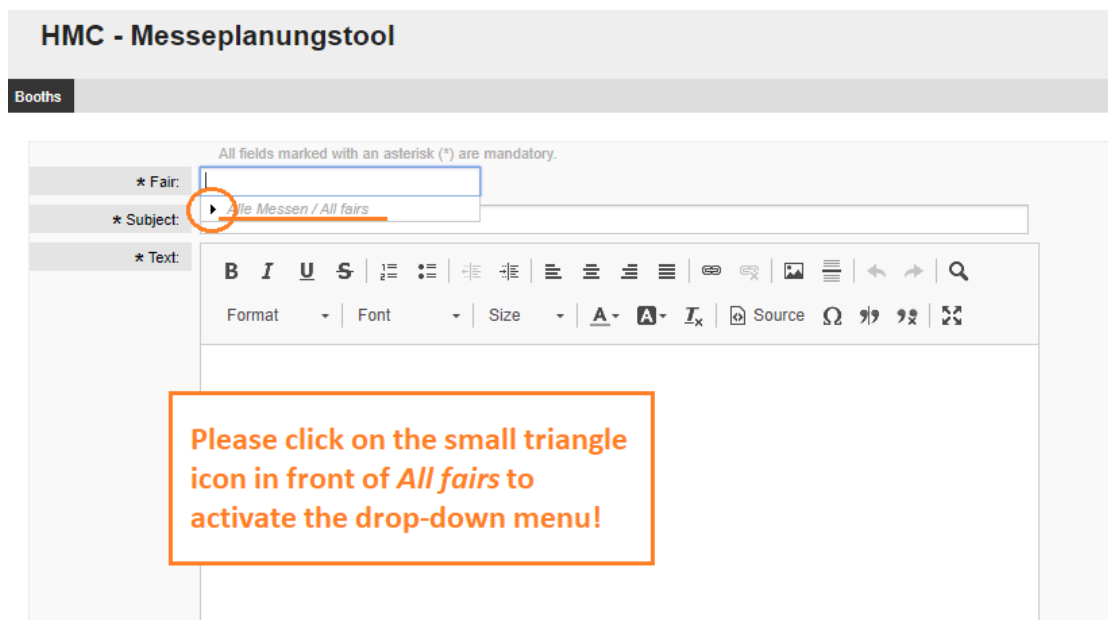
\* Subject:

\* Text:   
**B I U S** | | | | | | | | | | | | | | |

Format | Font | Size | | | | Source | | |

3.2

Choosing fair / event (2):



**HMC - Messeplanungstool**

Booths

All fields marked with an asterisk (\*) are mandatory.

\* Fair:

\* Subject:

\* Text:   
**B I U S** | | | | | | | | | | | | | | |

Format | Font | Size | | | | Source | | |

3.3

Choosing fair / event (3):

**HMC - Messeplanungstool**

Booths

All fields marked with an asterisk (\*) are mandatory.

\* Fair:

\* Subject:

\* Text:

- ▶ Internorga 2020
- ▶ SMM 2020
- ▶ Wind Energy Hamburg 2020

Format | Font | Size | **A** | **A** | *I*<sub>x</sub> | Source | Ω | ¶ | ¶ | ¶

Below All fairs you can find all current/active shows. There you choose the fair, for which your booth is for - click on the triangle!

3.4

Choosing hall:

**HMC - Messeplanungstool**

Booths

All fields marked with an asterisk (\*) are mandatory.

\* Fair:

\* Subject:

\* Text:

- ▶ Internorga 2020
- ▶ SMM 2020
  - Halle A1
  - Halle A2
  - Halle A3
  - Halle A4
  - Halle A5
  - Halle B1.EG
  - Halle B1.OG
  - Halle B2.EG
  - Halle B2.OG
  - Halle B3.EG
  - Halle B3.OG
  - Halle B4.EG
  - Halle B4.OG
  - Halle B5
  - Halle B6
  - Halle B7
  - Halle B8
- ▶ Wind Energy Hamburg 2020

Size | **A** | **A** | *I*<sub>x</sub> | Source | Ω | ¶ | ¶ | ¶

After clicking the small triangle (in this case SMM 2020 - for example) the drop-down menu opens for the existing halls of the show!

All active halls of the show will be listed - please choose the hall which is relevant for you!

Attachments:

Click to select files or just drop them here.

3.5

Insert Subject:

HMC - Messeplanungstool

Booths

All fields marked with an asterisk (\*) are mandatory.

\* Fair: Halle A3

\* Subject: SMM20\_A3.222 - Example Company (stand layout)

\* Text:

Format | Font | Size | A- | A+ | Ix | Source | Ω | ↻ | 🔍

Your selected hall

Please write here at \*subject the complete stand number and exhibitor name! You can see in the example above how it would look like.

3.6

Insert / upload attachments:

HMC - Messeplanungstool

Booths

All fields marked with an asterisk (\*) are mandatory.

\* Fair: Halle A3

\* Subject: SMM20\_A3.222 - Example Company (stand layout)

\* Text:

Format | Font | Size | A- | A+ | Ix | Source | Ω | ↻ | 🔍

Attachments:

Click to select files or just drop them here.

Attachments can be moved here by drag & drop or you choose the upload window to create an attachment!

Click to select files or just drop them here.

Alle Dateien (\*)

Öffnen | Abbrechen

In case of requests or assistance please contact the team of Technical Safety of Hamburg-Messe:  
[ops@hamburg-messe.de](mailto:ops@hamburg-messe.de)

3.7

Description field, stand number and view of uploaded attachments:

**HMC - Messeplanungstool**

Booths

All fields marked with an asterisk (\*) are mandatory.

\* Fair: Halle A3 x

\* Subject: SMM20\_A3.222 - Example Company (stand layout)

\* Text:

**B I U S** | | **Format** | **Font** | **Size** | **A** | **I<sub>x</sub>** | **Source** | **Ω** | **↶** | **↷** | **🔍**

Dear ....

attached you find the documents / Layouts / etc. for...

Best regards...

**You can write us your message/mail in the description field.**

**Your attachments show up here (below the text)!**

Attachments:	FILENAME	TYPE	SIZE	
	screenshot 1.PNG	image/png	42.9 KB	

Click to select files or just drop them here.

\* Hall/Stand no (i.e. A3.403, B2.EG.305): A3.222

**Please type in here again the complete stand number in the correct format!**

3.8

Setting stand shape:

FILENAME	TYPE	SIZE	
screenshot 1.PNG	image/png	42.9 KB	

Click to select files or just drop them here.

\* Hall/Stand no (i.e. A3.403, B2.EG.305):

\* Stand shape:

\* Higher than 3.50m:

\* Stand roofing:

**Please choose at \*stand shape the type of stand which is on hand at the registration!**

**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:

Click to select files or just drop them here.

\* Hall/Stand no (i.e. A3.403, B2.EG.305):

\* Stand shape:

\* Higher than 3.50m:

\* Stand roofing:

\* Two storey stand:

**Please click here yes, if your stand perimeter walls or banners (closer than 1.0m towards the neighbouring stands) exceed 3.5m in 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):

Attachments:

FILENAME	TYPE	SIZE	
screenshot 1.PNG	image/png	42.9 KB	

Click to select files or just drop them here.

\* Hall/Stand no (i.e. A3.403, B2.EG.305): A3.222

\* Stand shape: front stand x

\* Higher than 3.50m: no

\* Stand roofing: **yes**

\* Two storey stand:

**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:

Attachments:

FILENAME	TYPE	SIZE	
screenshot 1.PNG	image/png	42.9 KB	

Click to select files or just drop them here.

\* Hall/Stand no (i.e. A3.403, B2.EG.305): A3.222

\* Stand shape: front stand x

\* Higher than 3.50m: yes x

\* Stand roofing: **yes**

\* Two storey stand:

**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!

In case of requests or assistance please contact the team of Technical Safety of Hamburg-Messe:  
[ops@hamburg-messe.de](mailto:ops@hamburg-messe.de)



3.12

Declaration start of assembly:

FILENAME	TYPE	SIZE	
screenshot 1.PNG	image/png	42.9 KB	

\* Hall/Stand no (i.e. A3.403, B2.EG.305): A3.222

\* Stand shape: front stand x

\* Higher than 3.50m: yes x

\* Stand roofing: no x

\* Two storey stand: no x

\* Construction date:  09 / 01 / 2020

**Please choose here the appointed day of your assembly start!**

4

Transmitting / delivering data:

\* Hall/Stand no (i.e. A3.403, B2.EG.305): A3.222

\* Stand shape: front stand x

\* Higher than 3.50m: yes x

\* Stand roofing: no x

\* Two storey stand: no x

\* Construction date:  09 / 01 / 2020

**Please finalize the submitting process and click the "submit" button after filling in all boxes indicated with "\*"!**

Submit

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

In case of requests or assistance please contact the team of Technical Safety of Hamburg-Messe: [ops@hamburg-messe.de](mailto:ops@hamburg-messe.de)