

EXHIBITORS' MANUAL



FÖLDMÉK 2025

A magyar föld legjava



**AGRÁRMARKETING
CENTRUM**

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1 EVENT INFORMATION

In 2025, OMÉK will be held for the 82th time in its history.

1.1 Location

Venue of the event:

HUNEGXPO Budapest Congress and Exhibition Center

Address: 1101 Budapest, Albertirsai út 10.

Halls: Hall A
 Hall B
 Hall D
 Hall E



1.2 Timing



1.3 Contacts

AMC TEAM OMÉK 2025

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Hungexpo Team OMÉK 2025

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First aid

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1.4 [Map](#)1.5 [Rules and Regulations of Operation](#)

By signing and returning the application form all exhibitors accept the Rules and Regulations of Operation. We ask that all exhibitors and contractors fully comply with its provisions in the future.

The document [can be downloaded](#) HERE.

2 [EXHIBITOR ENTRY](#)2.1 [Registration, downloading tickets](#)

From the online system, you can download and print the Builders Pass, as well as the Exhibitor Passes for the rented square metres, as well as the Parking Pass for the operating period. During the set-up/dismantling period, vehicle entry and parking are free of charge.

2.2 [Conditions](#)

The following conditions are required to download the tickets and start construction:

- ✓ Payment of the full rental fee
- ✓ 100% payment for ordered services
- ✓ Obtaining permission for the stand construction plan documentation (except for stands built by HUNGEXPO)
- ✓ Payment of a deposit (except for stands built by HUNGEXPO)

If all the conditions are met, but you have problems downloading the tickets, please contact your organizer.

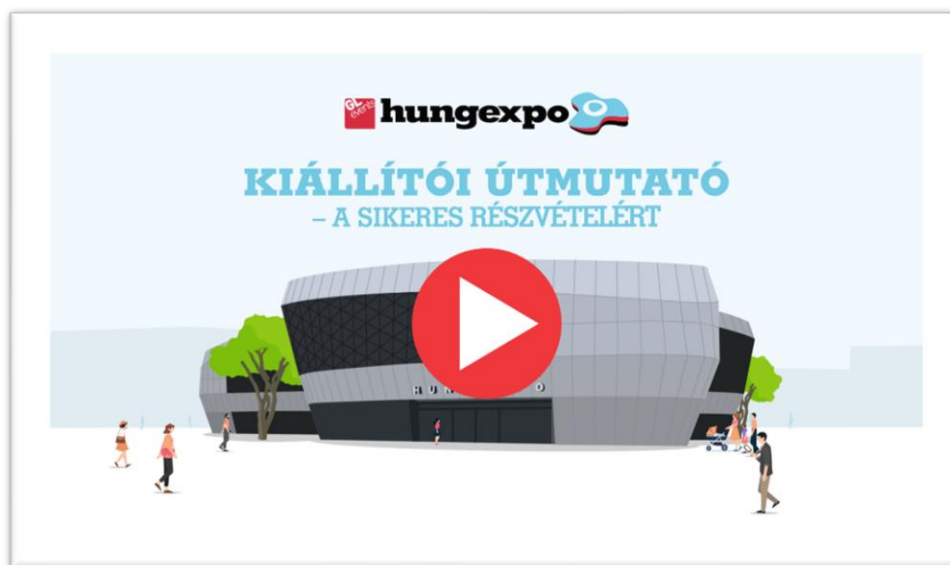
2.3 [Online exhibitor interface](#)

Functions of the Exhibitor [Online System](#):

- uploading the documentation of the stand design,
- ordering services
- uploading company data and logo, maintaining the online catalogue
- sending and purchasing e-ticket links (invitations)
- downloading and purchasing tickets and parking passes
- download a Goods Delivery License
- download WiFi codes
- document library

The access codes required to use the system will be sent to you by e-mail.

You can access the user manual of the system as shown in this video:



2.4 [Main cash desk](#)

Opening hours of the Main cash desk

 16-19 September 2025  09:00-16:00

In case of cash or card payment, you can settle your outstanding payments at the Main Cash Desk in the lobby of the Main Building. In case of a transfer, please send the debit receipt to the organizer.

The final invoice will be sent to the exhibitors ONLINE by the financial staff during the operating hours, which must be paid by the closing of the exhibition.

3 DETAILED INFORMATION

3.1 Deadlines

⚠ Payment of 100% of the rental fee: 29 August 2025

⚠ Deadline for ordering services:

- Discounted: up to 22 days before construction
- Base price (discounted price + 20%): from day 21 to day 5
- On-site price (basic price + 20%): during the construction period or during operation, instant payment by card on site

Payment deadline for ordered services: -5 days before construction

Final invoice payment deadline: the last day of operation

3.2 Opening hours

Hall opening hours **for exhibitors**:

Period	Date	Date
Set-up	Monday, 15 September 2025	06:00-22:00
	Tuesday, 16 September 2025	
	Wednesday, 17 September 2025	06:00-0:00
Operation	Friday, 18 September 2025	07:00-19:00
	Saturday, 19 September 2025	08:00-19:00
	Saturday, 20 September 2025	08:00-19:00
	Sunday, 21 September 2025	08:00-22:00
Dismantling	Monday, 22 September 2025	08:00-20:00
	Tuesday, 23 September 2025	

⚠ Please leave the interior of the hall before the closing time to ensure that the closure can take place on time.

⚠ Pre-construction is not possible.

Opening hours for visitors:

date	duration
Thursday, 18 September 2025	09:00-18:00
Friday, 19 September 2025	10:00-18:00
Saturday, 20 September 2025	10:00-18:00
Sunday, 21 September 2025	10:00-18:00

3.3 Gates, access

Rules of entry to the HUNGEXPO **premises**:

Person (pedestrian) entry:

- construction and dismantling period: Main Building
- during the operating period: Main Building, Entry Hall F3

Vehicle entry:

- during the construction and dismantling period: at Gate VI
- during the operating period: at Gate VI
- Parking: P5 parking lot



[Click to access the map](#)

Visitor entry:

- on foot: Gate I, Main Building, Gate III, Entry Hall F3
- By car: at Gate IV, P4 parking lot

Rules **for entering the Halls**:

Vehicles with a total weight of less than 3.5 tonnes **may only enter the halls** for the duration of unloading. When loading is completed, it is necessary to immediately leave the the halls.

Parking on the traffic path inside the halls is strictly PROHIBITED, due to blocking the escape route and obstructing traffic in the halls.

The exact time intervals can be found on the Builder Pass.

- **Construction period**
 - On the **last day of construction**, on 17 September, it is FORBIDDEN to enter the hall by car until 18:00
- **Operating period**
 - It is FORBIDDEN to enter the hall with a vehicle!
 - **Replenishment of goods**
 - September 18, 2025. 07:00-08:30
 - September 19, 2025. 08:00-09:30
 - September 20, 2025. 08:00-09:30
 - September 21, 2025. 08:00-09:30
 - After the goods have been filled, the vehicles must park from the depots to the parking lot reserved for exhibitors for this purpose (P5).
- **Dismantling period, 21 September, 18:00-22:00:**
 - Electricity will be shut down starting from 18:00 on the stands. In case you need electricity longer, please let your organizer know.
 - Transporting valuables and small exhibition objects between 18:00 and 19:00
 - The vehicles of exhibitors are allowed into the premises of Hungexpo starting from 19:00
 - It is FORBIDDEN to enter the hall with a vehicle. Therefore, we recommend that you bring a handcart for the dismantling

4 STAND INFORMATION

4.1 Tickets, passes, parking passes

The number of exhibitor and parking passes for **Main Exhibitors** are proportional to the size of the stand area, which can be downloaded from the online system:

Area	Builder Pass	Exhibitor pass
0-8 m2	50 pcs	2 pcs
9-12 m2	50 pcs	4 pcs
13-24 m2	50 pcs	6 pcs
25-49 m2	50 pcs	8 pcs
50-99 m2	50 pcs	10 pcs
100-149 m2	50 pcs	15 pcs
above 150 m2	50 pcs	20 pcs

Co-exhibitors are entitled to 2 exhibitor passes.

Further passes can be purchased in the WEBSHOP, which can be paid by immediate card payment, at the following prices:

- Exhibitor pass: 9.000 HUF
- Parking pass: 16.000 HUF

4.2 Shell-scheme stand/Custom stand/Self-build stand

In the case of a shell-scheme stand order, the stand is built by HUNGEXPO, and the stand can be occupied on the last two construction days.

In case of custom stand orders, the structure is provided by HUNGEXPO based on a pre-approved price offer. The stand can be taken into possession on the last two construction days.

The stands built by HUNGEXPO are exempt from the stand documentation approval and deposit payment.

If you need more information, please contact your organizer using the [contact details above](#).

In the case of self-built stands, HUNGEXPO provides the empty space of the ordered size as well as other services requested on the online interface (e.g. electrical connection, furniture, etc.). In the case of these stands, it is mandatory to obtain prior approval of the stand construction plans and to pay a deposit.

Detailed information: [Chapter II, Section 2.4 of the RULES AND REGULATIONS](#)

4.3 Approval of construction plans

The condition for the construction of self-built stands (including stands without structure) is the prior approval of the construction plans of the stands. HUNGEXPO checks and approves the plans of the structures from a fire and occupational safety and technical point of view.

The stand plans must be uploaded [to the online system](#), where the approval can also be tracked.

▲ Upload deadline: 1 September 2025 Uploading the plans before the deadline is free of charge.

In case of late upload, an assessment fee of HUF 32,000 + VAT will be payable.

In case of problems, please report to the organizer.

Documents to be uploaded:

- ✓ furnished, scaled floor plans and cross-sections (indicating electricity and water supply points)
- ✓ rigging plans
- ✓ Designer's Statement
- ✓ Technical description
- ✓ Fire and occupational safety description

In the case of a two-storey stand and a stand higher than 2.5 meters, it is necessary:

- to inform the neighbouring booths
- a side wall higher than 2.5 m towards the neighbour can only have a white, solid, homogeneous surface; at the request of the neighbour, a company creative can be placed, at their own expense

In an outdoor area: in the case of caravans, tents, vehicles or containers, an installation sketch and site plan including height parameters are required.

Suspension:

- subject to prior authorisation
- can only be placed on the space grid above the installation
- the rigging can only be done by HUNGEXPO
- installation without a permit may be removed by HUNGEXPO at the expense of the exhibitor

Detailed information: [RULES AND REGULATIONS Chapter II. Section 4.](#)

4.4 [Deposit](#)

For all self-built stands, a mandatory deposit must be paid, which will be withheld to cover possible damages.

We will not send an advance request for the deposit, it will be refunded after the closing of the exhibition, if no damage has been caused.

Deposit amount: 7.000 HUF/m², but minimum 230.000 HUF, maximum 700.000 HUF

Deposit method: **bank transfer**

- Bank account number: HU73 10402283-50526554-52511006
- Announcement: "DEPOSIT, EXHIBITION NAME, STAND NUMBER"

The list of items subject to deposit withdrawal **is available** [HERE](#).

4.5 [Unplugging the Stand](#)

The installation of the electrical connection is a service exclusively provided by HUNGEXPO Zrt.

During the event period, the exhibitor is obliged to ensure that the stand lights are switched off and the electrical equipment and machines on the stand are disconnected before leaving. In case of failure to do so, for safety reasons, HUNGEXPO Ltd. will completely disconnect the electrical systems in the public utility tunnel, so the sections providing the night-time power supply will also be disconnected. As a result, the exhibitor who fails to switch off is liable for any damage caused to the exhibitor's own stand and to the stands of

neighbouring exhibitors connected to the same section. For devices that require a night-time power supply (e.g. refrigerator), a separate circuit must be built in front of the main switch.

4.6 Rules of construction

The processing of raw materials (cutting, grinding, varnishing, etc.) is prohibited in the halls, as well as the use of woodworking machines, welding equipment, any kind of open flame or combustion engine machinery (e.g. compressors).

Detailed information: Chapter II, Section 4 of the RULES AND REGULATIONS

5 OTHER INFORMATION

5.1 Freight forwarding, logistics

Only material handling equipment operated by Schenker International Forwarding and Logistics Ltd. may carry out loading activities on the territory of HUNGEXPO Ltd. (Exceptions to this are the vehicles with rear lifting walls and KCR owned by the exhibitor for their own goods.)

Exhibits, construction and other materials of foreign origin, imported in customs pre-registration or in any other way, must be received with a written forecast and order, at least 6 working days before unloading on the territory of HUNGEXPO.

Logistics Services **Online Request for Quotation** can be submitted by clicking on the icon below:



Contact the staff of Schenker Kft.:

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5.2 Catering, tasting

HUNGEXPO Ltd. has an exclusive agreement for CATERING (stand and party service, catering) services. We do not allow external catering service providers to enter the area. You can request a quote via the.catering@hungexpo.hu email address.

If the exhibitor does not wish to use the catering services provided by HUNGEXPO but provides food or beverages for its guests within the area of the stand (without the involvement of a subcontractor), it shall notify HUNGEXPO in writing, which HUNGEXPO shall submit to the competent authority.

Further rules of tasting are regulated by Chapter I, Section 2.1 of the RULES AND REGULATIONS.

5.3 [HelloPay](#)

A cashless payment system is operating **on the premises of HUNGEXPO** for the following services:

- Entrance tickets
- hospitality
- Parking

More information about the HelloPay system is **available [HERE](#)** .

5.4 [Liability insurance and property protection](#)

Liability insurance:

The exhibitor is required to hold liability insurance, valid for the duration of their activity on the premises of Hungexpo Zrt., covering accidental and unforeseen (accident-like) damages arising from their exhibitor activities, as well as from construction works carried out by themselves and/or their subcontractors, including liability for such works. The liability insurance is provided by AMC for all exhibitors under contract with it. The participation fee includes the cost of this insurance. The exhibitor's liability insurance covers all damages caused to third parties who are not in a contractual relationship with the exhibitor. It does not cover the exhibitor's own property, theft, or vandalism – separate property insurance may be taken out for these. Any damages resulting from failure to obtain or delay in obtaining the insurance shall be borne by the exhibitor.

Property protection:

The night guarding of the halls is provided by HUNGEXPO, but no one (not even their own guard) is allowed inside after closing. During the opening hours of the hall, the exhibitor is responsible for the safekeeping of his exhibits. To employ guards, a permit and prior consultation are required. We ask all exhibitors to ensure the removal of all movable objects on their stand before starting the dismantling works.

Any damage must be reported immediately to the on-site security staff. The stalls do not provide security for valuables. The halls are protected by a camera system, but no footage of the stands can be released.

Detailed information: [Chapter I, Sections 3.4 and 3.5](#) of the Rules And Regulations.

5.5 [Noise protection](#)

If you plan to have a program with amplification at the stand during opening hours, please send the program plan agreed with the neighbouring exhibitors to the organizers. The speakers should be directed towards the inside of the stand. If the sound pressure reaches or exceeds 80 dBA at the stand boundary and 75 dBA in the meeting rooms, HUNGEXPO Ltd. is entitled to terminate the energy supply.

Noise protection rules apply not only in stalls and halls, but also in open areas, so we ask that the rules be followed in all areas.

Detailed information: [Chapter I, Section 3.9](#) of the RULES AND REGULATIONS.

5.6 [Smoking](#)

Smoking, open flames and the use of devices imitating smoking are prohibited in the halls and on the construction site. Smoking is only allowed in designated areas.

Detailed information: [RULES AND REGULATIONS Chapter IV., section 9.](#)

5.7 Wifi

With the help of the free WIFI access that comes with the stand, you **can use the service on one device at a time**. The WIFI service available in this way only allows you to browse the web and download e-mails, **with limited network speeds**.

Please note that this access is not technically suitable for accessing higher-level services (e.g. VPN, FTP, video streaming), file sharing and downloading services. Therefore, we recommend ordering a minimum 10/10 Mbit/s wired internet connection for these.

Detailed information: [RULES AND REGULATIONS Chapter I., section 2.4.](#)