

Invoice recipient with company name

Exhibitor

Hall / Stand no.

VAT no.

Contact person / E-mail

Street / P.O. Box

E-mail address for electronic invoicing in PDF format

Country / Town / Postcode

Order number / Project number for invoicing to invoice recipient

Please return this form completed and signed, together with your orders, to the address of Messe München GmbH mentioned above.

## ■ Information on the invoice address

The aforementioned invoice recipient is the contractual partner of Messe München GmbH and meplan GmbH.

All services ordered by Messe München GmbH and meplan GmbH for the exhibition stand will be invoiced to the contracting party.

## ■ Information on mailing of invoices

By placing an order for services with Messe München GmbH, the invoice recipient agrees to participate in our electronic invoicing process and to accept invoices in PDF format sent by e-mail. The correct e-mail address for invoice receipt should be provided in the address field.

If no e-mail address is provided for invoice receipt in PDF format, the invoice will be sent by post to the invoice recipient's address stated in the address field.

## ■ Information on invoicing terms

Invoices for services rendered by Messe München GmbH and meplan GmbH are issued **exclusively to one invoice recipient** per exhibition stand.

For subsequent changes of address after invoicing, as well as for the reissuing of invoices due to incorrect or incomplete data communicated by the contractual party, Messe München reserves the right to charge a fixed processing fee of EUR 150.00 per reissued invoice.

In the case of ordering outside services, Messe München GmbH will pass on the documents to the contracting companies. Information on the contracting companies and their contracting terms is provided in the ordering media. Please also note the General Terms and Conditions of Contract for Exhibitor Services of Messe München GmbH.

**The invoice recipient is always Messe München GmbH's and meplan GmbH's contractual partner.**

The General Terms of Contract for Exhibitor Services of Messe München GmbH apply to contracts with Messe München GmbH; the General Terms of Business and Rental of meplan GmbH apply additionally to contracts with meplan GmbH.

**We hereby confirm that the data indicated for invoicing purposes is correct and complete and we agree to the assumption of costs in this connection:**

I have taken note of the privacy policy: <https://messe-muenchen.de/en/privacy-policy>

## ■ Information on Authorization

The **invoice recipient** has the possibility of issuing an authorization, e.g. to a stand builder or an agency.

Upon receipt of the Authorization by Messe München GmbH or meplan GmbH, the company named will be able to order services in the name and for the account of the invoice recipient.

The Authorization does not apply to services provided by Messe München's contractors or to fees charged by public authorities (outside services).

**The grantor of the Authorization remains invoice recipient and contracting party.**

Please refer to the General Terms of Contract for Exhibitor Services of Messe München GmbH.

## ■ Granting of Authorization to Order

As a contractual partner of Messe München GmbH and/or meplan GmbH and as the invoice recipient for services provided by Messe München GmbH and/or meplan GmbH, we hereby authorize

Company

Contact person

Street

Postal code / City / Country

E-mail

to order services from Messe München and/or meplan GmbH on our behalf and for our account.

Place / date

Company stamp and legally binding signature of invoice recipient / grantor of the authorization

1. These General Terms of Contract for Exhibitor Services shall apply to the contractual relationship between exhibitors and Messe München GmbH. If exhibitors conclude direct contracts with Messe München GmbH's contracting companies, the terms of contract agreed between the exhibitor and the contracting company of Messe München GmbH shall apply.
2. In case of outside services, Messe München GmbH will pass on orders, applications for permits, etc. to a contracting company or the responsible authorities. No rights or obligations shall arise for Messe München GmbH from this activity. Messe München is entitled to have its services provided by sub-contractors. In the case of guest events, payment can be collected by the organizer concerned.
3. Messe München GmbH is not obliged to check information supplied by the exhibitor for accuracy or completeness. The exhibitor shall be liable in case of doubt.
4. All prices listed in the exhibitor shop or the ordering media are net prices unless explicitly specified otherwise. Said prices are subject to VAT at the statutory rate.
5. Any objects rented to the exhibitor are intended only for the purpose agreed (for use at the exhibition stand for the duration of the trade fair) and for the length of time agreed (duration of the trade fair plus time for setting up and dismantling). The exhibitor is liable for damage to or loss of rented objects during the rental period. If the exhibitor's liability is conditional upon fault, he must prove that there was no fault on his part. The rental period begins with delivery to the stand and terminates on return or collection by Messe München GmbH or its subcontractors, even if the exhibitor has already left the stand. Exhibitors are advised to insure rented objects against theft for the duration of the rental period. The exhibitor will be charged at the replacement value for rented objects not returned. In case of damage, the repair costs will be charged if replacement is not necessary. The costs of delivery and collection of the rented objects are included in the rental fee unless otherwise stated in the relevant exhibitor services order form.
6. Messe München GmbH is liable for personal injury (injury to life, body or health) caused by neglect of duty for which Messe München GmbH, its legal representatives or employees are responsible, as well as for other damage caused by willful or grossly negligent breach of duty by Messe München GmbH, its legal representatives or employees.

Messe München GmbH is also liable for any damage caused by negligent breach of cardinal duties by Messe München GmbH, its legal representatives or employees; cardinal contractual duties include obligations, the fulfillment of which is absolutely necessary for the due execution of the contract and the compliance with which the other contracting party must generally be able to rely on and trust in. In such cases Messe München GmbH is liable only if the damage concerned is typical damage and not consequential damage and only up to EUR 100,000 per claim. Vis-à-vis exhibitors Messe München GmbH is under no circumstances liable for damage to and loss of items brought to the fair by the exhibitor and stand equipment, whereby it is immaterial whether the damage or loss occurs before, during or after the fair. The same applies to vehicles parked by exhibitors, employees or persons appointed by the exhibitor at the exhibition center and on its grounds.

7. Orders will be processed if they have been placed in time and received by Messe München GmbH no later than by the order deadline stipulated in the terms of order. Messe München GmbH may demand payment of a surcharge pursuant to the terms of order for any orders received after the order deadline.

Orders are subject to acceptance by the contractor. Acceptance may be given tacitly, i.e. by providing the service or product ordered. Acceptance of the order may be refused to exhibitors who have not fulfilled their financial and other obligations towards Messe München GmbH, also from previous events. If the exhibitor is not the invoice recipient, Messe München GmbH is entitled to withhold the exhibition services due for the event until the invoice recipient has fulfilled his financial and other obligations towards Messe München GmbH; Messe München GmbH may inform the exhibitor about its claims against the invoice recipient, on account of whom Messe München has refused acceptance of the order.

The exhibitor has no entitlement to Messe München GmbH accepting orders from a co-exhibitor. The exhibitor has the option of ordering services in his own name from Messe München GmbH for the co-exhibitor. Messe München GmbH may point this option out to the co-exhibitor.

If the order is accepted, then the exhibitor must be provided with the service or product ordered in good time as to be available at the beginning of the trade fair. However, Messe München GmbH is entitled to withhold the exhibition services due, including the supply of electricity, water, compressed air, etc., which an exhibitor has ordered from Messe München GmbH, until the exhibitor has fulfilled his financial and other obligations towards Messe München GmbH, also from previous events. If the exhibitor is not the invoice recipient, Messe München GmbH is entitled to withhold the exhibition services due for the event until the invoice recipient has fulfilled his financial and other obligations towards Messe München GmbH; Messe München GmbH may inform the exhibitor about its claims against the invoice recipient, provided that the exhibitor would be affected by the exercise of the right to withhold performance as set out above. The collection of outstanding debts is permitted at the exhibition stand.

Notwithstanding any further provisions set out in the General and Special Terms of Participation of Messe München GmbH governing trade fairs and other events organized by Messe München GmbH, Messe München GmbH is entitled to demand a down payment on the service or product ordered up to the full amount of the agreed remuneration.

Instead of a down payment on the agreed remuneration, Messe München GmbH may raise an appropriate one-off advance charge for the exhibitor services it provides irrespective of the placement or scope of an order. The amount involved may depend, for example, on the size of the exhibition stand. The advance charge for services does not apply to stand construction services and publishing services (catalog entries, Internet services, etc.). The amount exceeding the advance charge for services will be invoiced to the exhibitor several weeks after the end of the event by way of the final invoice. Insofar as the advance charge for services exceeds the actual cost of exhibitor services incurred, the excess amount will be reimbursed to the exhibitor several weeks after the end of the event. The exhibitor is not entitled to payment of interest on the advance charge for services.

8. The exhibitor is entitled to cancel the services offered if the cancellation notice is received by Messe München GmbH prior to the expiry of the cancellation deadline pursuant to the terms of order. Should the cancellation notice be received by Messe München GmbH after the expiry of the cancellation deadline, the order is not considered to have been cancelled. In such case, Messe München GmbH is entitled to execute the order or not irrespective of whether it has already commenced with service provision on the stand. If it executes the order, the exhibitor has to pay the costs incurred for the order. If the order is not executed and service provision on the stand has not yet commenced, it may demand payment by the exhibitor of flat rate compensation of 10% of the costs incurred for the order. If the order is not executed and service provision on the stand has already commenced, it may demand payment by the exhibitor of flat rate compensation of 25% of the costs incurred for the order. The right of Messe München GmbH to demand further compensation remains unaffected. The exhibitor may demand a reduction in the flat rate compensation if he proves that Messe München GmbH only incurred fewer costs.

Amendment of an order may only occur in such a way that the exhibitor issues a cancellation notice for the services ordered he no longer needs (old order) and then places a completely new order for the services he still requires (new order). If the new order is received by Messe München GmbH after the order deadline stipulated in the terms of order, Messe München GmbH may demand payment of a surcharge in addition to the cost of the new order. The old order is considered to have been cancelled if the cancellation notice is received by Messe München GmbH prior to the expiry of the cancellation deadline pursuant to the terms of order. Should the cancellation notice be received by Messe München GmbH after the expiry of the cancellation deadline, the old order is not considered to have been cancelled. The old order will then however no longer be executed by Messe München GmbH. If Messe München GmbH has not yet commenced with service provision on the stand, it may demand payment by the exhibitor of flat rate com-

compensation of 10 % of the costs incurred for the old order. If Messe München GmbH has commenced with service provision on the stand, it may demand payment by the exhibitor of flat rate compensation of 25% of the costs incurred for the old order. The right of Messe München GmbH to demand further compensation remains unaffected. The exhibitor may demand a reduction in the flat rate compensation if he proves that Messe München GmbH only incurred fewer costs.

Both for the old and the new order, the same provisions apply as for any other order.

9. Messe München GmbH is entitled to withdraw from the contract or cancel it without notice and collect or decline to provide the items or services it has provided or is supposed to provide, if exhibitors fail to meet their financial obligations arising from this contract and still fail to do so after Messe München GmbH has set them a period of grace of five days for fulfillment and this period has expired without result. If Messe München GmbH makes use of its right to withdraw from the contract or terminate the contractual relationship without notice, the exhibitor shall be liable for damages incurred by Messe München GmbH.

10. Invoices for services ordered and invoices for down payments are due for payment immediately upon receipt without deduction, specifying the customer number. They are payable free of bank charges in euros to one of the accounts stated in the invoice concerned.

For value-added tax reasons Messe München GmbH may only issue invoices to an invoicee other than the exhibitor or re-address invoices to an invoicee other than the exhibitor if the invoicee is the contracting partner of Messe München GmbH in respect of the services to be invoiced. If the exhibitor wishes the invoicee and not himself to be the contracting partner of Messe München GmbH, he may request the corresponding form from Messe München GmbH and complete it together with his legally binding signature and return it to Messe München GmbH. Messe München GmbH is not obliged to accept the invoicee named by the exhibitor and deviating from him as its contracting partner.

Insofar as Messe München GmbH has already commenced with service provision vis-à-vis the exhibitor prior to the receipt of this form, Messe München GmbH must invoice these services to the exhibitor.

If Messe München GmbH issues an invoice with German value-added tax (VAT) to an exhibitor whose registered office is located outside the Federal Republic of Germany, and if Messe München GmbH could have issued the invoice without VAT had the exhibitor provided the requisite information in good time, Messe München GmbH is entitled to charge the exhibitor a fee of EUR 50 for replacing the invoice issued with VAT by an invoice issued without VAT at the request of the exhibitor.

Should the exhibitor wish to have an invoice rewritten because the name, legal form or address of the recipient of the invoice has changed, the exhibitor is obliged to pay Messe München GmbH a sum amounting to EUR 50 plus VAT for each change of invoice unless the details in respect of name, legal form or address of the recipient of the invoice were incorrect on the original invoice and Messe München GmbH was responsible for the inaccuracy of the details.

Messe München GmbH is entitled to issue invoices in electronic format to the exhibitor instead of paper invoices. Electronic invoices will generally be sent to the exhibitor by e-mail in PDF format. For this purpose, the exhibitor is to provide Messe München GmbH an electronic mail address, to which these electronic bills can be addressed (e-billing email address). If possible, this e-billing email address should be a non-personalized e-mail address of the exhibitor's accounting department. There is no legal claim to the issuing of electronic invoices. Messe München GmbH is under no obligation to comply with all country-specific requirements for the issuing of electronic invoices. Upon request of the exhibitor, which is to be submitted in writing, Messe München GmbH will issue paper invoices to the exhibitor. Messe München GmbH is entitled to send reminders and other requests for payment to the exhibitor by e-mail. The above provisions shall also apply mutatis mutandis to invoices issued by Messe München GmbH to an invoice recipient other than the exhibitor.

11. All the exhibitor's claims against Messe München GmbH arising from the stand rental, and all legal proceedings in connection therewith lapse after a period of six months. This period of limitation starts at the end of the month in which the closing date of the fair falls. Notwithstanding the provisions set out in Clause 12, any complaints about invoices are to be asserted in writing within a period of exclusion amounting to 14 days following receipt of the invoice concerned.

12. The exhibitor is required to check as soon as possible whether services provided for him have been implemented properly. In order to avoid loss of all claims, written notice of obvious defects must be given immediately. If equipment, installations or exhibits belonging to the exhibitor are exposed to specific dangers or risks (e.g. damage due to the effects of temperature, humidity, vibration, pressure loss, voltage fluctuations, etc.) the exhibitor is responsible for taking the necessary protective measures. The exhibitor is required to draw attention in his order form/application to any specific dangers his equipment, fittings or exhibition wares could represent to third parties or to property belonging to third parties.

13. If the exhibitor defaults on his payment obligations, the amount due to Messe München GmbH, i.e. the payment on which the exhibitor has defaulted, is subject to interest to be charged at nine percentage points above the base rate from the point in time at which the exhibitor is considered to have defaulted on payment. Any further statutory rights to which Messe München GmbH is entitled if the exhibitor defaults on his payment obligations remain unaffected.

14. The place of performance shall be Munich.

15. Insofar as the exhibitor is a merchant, a legal entity under public law or a special fund under public law or has no general place of jurisdiction in the Federal Republic of Germany, Munich is the agreed place of jurisdiction for all disputes arising from this contract or in connection with this contract. Messe München GmbH is also entitled at its discretion to assert its claims vis-à-vis the exhibitor with such court as is competent for the place in which the exhibitor has his registered office or branch office.

16. Personal data which is collected on or transmitted by the exhibitor may be used for the fulfillment of the business purposes of Messe München GmbH within the framework of the statutory data protection provisions.

Messe München GmbH and its affiliated companies, as well as its foreign representatives, are moreover entitled to use this personal data in order to inform exhibitors on a regular basis about the services provided by Messe München GmbH and its affiliated companies and foreign representatives by letter, e-mail, phone or fax. An overview of affiliated companies and foreign representatives, some of which reside outside the European Union (EU) and the European Economic Area (EEA), can be retrieved from our website [www.messe-muenchen.de](http://www.messe-muenchen.de) under the section "International".

The exhibitor shall establish the preconditions required under data protection law to enable the above uses by means of appropriate measures (e.g. obtaining consent of his employees).

The exhibitor is liable to Messe München GmbH for damages and expenses resulting from the infringement of this obligation and shall hold Messe München GmbH harmless from any third party claims upon first demand.

17. The special ordering and contractual terms for the individual services must be observed. In cases of doubt, they shall prevail over these General Terms of Contract for Exhibitor Services.

The exhibitor also undertakes to observe—in addition to the Technical Guidelines—the regulations contained in the form "Important Notes".

The ICM's "Important Information" supplements Messe München GmbH's Terms of Participation for events organized by Messe München GmbH, Messe München's Technical Guidelines and, where applicable, the organizer's exhibitor information.

The following information relates to exhibitions within the ICM – International Congress Center Messe München. Please note that stand construction guidelines, technical and other services available are tailored to the premises of the ICM and therefore differ in part from those applicable to the exhibition halls.

**In its function as a convention center, the ICM is fitted with high-quality floors and technical installations. Different requirements apply than for exhibition halls. The Notice "Description of Halls and Foyer" for the ICM sets out all information to be observed.**

Please also note the information on our website.  
<https://messe-muenchen.de/en/locations/messe-muenchen-locations/icm/>,  
our virtual guided tour through the ICM and the information set out under  
<https://messe-muenchen.de/en/meta/downloads/icm-locations/>

## ■ Regulations governing stand construction

### Stand design, height of structures and advertisements

See Terms of Participation (B) of Messe München GmbH or the organizer's exhibitor information. **Depending on the location of your booth, permissible structure heights could be lower than 3 m.**

Only one-storied stands may be erected inside the ICM.

- a) The stand walls facing neighboring stands must be kept neutral, white, and free of installation materials. All exhibitors are advised to erect partition walls on the stand perimeters bordering on neighboring stands. Partition walls are only erected at the request and expense of the exhibitor.

Advertising media may not be directed toward the adjoining stand. Flashing or changing lights may not be used for advertising purposes. The stand design must be adapted to suit the stand type rented (island, end, corner or row stand). Exhibitors must give due consideration to the character and image of the trade show or exhibition concerned. Messe München GmbH and the organizer are entitled to demand changes in the exhibition stand design in this context.

- b) **Planning permissions**

Each installer or operator of an exhibition stand is individually responsible for its structural design, installation and operation. Compliance with all legal stipulations, to the extent that they apply to exhibitions stands, the Technical Guidelines and the Terms of Participation set out by Messe München GmbH or the organizer, are equally the responsibility of the installer and/or operator of the stand.

No planning permission from Messe München GmbH is required given compliance with the following conditions:

- height of stand and/or advertising structures no more than 3 m
- stand will not be erected in an area with restricted structure height
- size of stand less than 100 m<sup>2</sup>
- no canopies or other stand coverings
- all provisions concerning stand design and fire protection regulations are complied with.

Such stand concepts as deviate from the above-mentioned requirements must be submitted for approval to Messe München GmbH or the organizer, containing to-scale stand design plans (ground layouts, elevations and sectional drawings) no later than six weeks prior to the official start of the stand setup period (as pdf-files by e-mail).

Special structures (e.g. stages, raised platforms, stairs, cantilever roofs, glass structures) are in general subject to approval. Please consult the "Building Regulations" set out in form 1.3 and the Notice "Glass and Acrylic Glass in Stand Construction" for further information.

**Please be sure to note the requirements set out in forms 1.1 and 1.3, the Technical Guidelines and the information included in the relevant notices.**

- c) **Fire protection regulations**

Closed stand coverings / canopies (uncovered area is less than 70% of the overall structure, or covering is not sprinkler-compatible, cf. "Notice Installation of Sprinkler-compatible Materials") are only permitted **at the ICM up to a maximum width of 1 m**. A minimum distance of 1 m must be maintained from the next covered area. If larger areas are to be covered, a sprinkler system (see Form 5.3), must be installed. (Not available in the entrance structures or foyer). All materials used for stand coverings and decorative purposes must be at least flame-retardant (in accordance with DIN 4102 or DIN EN 13 501-1).

Rooms used by people must offer an unobstructed line of sight in the direction of the nearest escape route.

For safety reasons, electrical distribution panels, fire extinguishing equipment, hydrants, etc. may not be obstructed, as per instructions of the Munich Fire Department, and must be freely accessible at all times during the trade fair or event!

Please check the hall plans you have received and request an enlarged plan section from Messe München GmbH's Technical Exhibition Services Division if necessary.

**Further information is set out in the Notice "Fire Protection Measures at Trade Fair Events" and Form 1.2.**

## ■ Hall floors, ceilings and walls

Hall floors may not be covered with paint, glue or stickers. Adhesive fixing of floor coverings to hall floors is permitted only with doubled-sided adhesive fabric tape that can be removed without residues. After the end of the trade fair, floor coverings and adhesive tapes are to be removed. Joints to hall walls, ceilings and floors may under no circumstances be damaged by cutting or foundation works or similar. Drilling and the attachment of bolts or anchorages to floors, walls or ceilings is not permitted.

**Only ICM adhesive tape may be used for laying floors inside the ICM. Adhesive tape for wooden and granite floors is available free of charge by request to: Hall inspection, Tel. +49 89 949-23320**

## Outdoor exhibition area, container structures, containers and vehicles in loading yards

When erecting structures in the outdoor area or container structures, please be sure to refer to the Notice "Outdoor exhibition area" or the Notice "Container structures". All containers or vehicles in the loading yards/near the halls must essentially be made of non-combustible materials (building material class A to DIN 4102 or DIN EN 13501-1). Swap bodies with tarpaulins and tent structures are not permitted in the vicinity of the halls. Containers located in the loading yards may not have any glazed apertures (windows, doors). Their wall sides must be fully enclosed. The door opening must moreover be located on the side of the container facing away from the hall. Containers to be used as offices or kitchen always require the installation of a sprinkler system.

**Important to note:** Leaking oil corrodes the asphalt surfacing. The exhibitor shall bear the cost for repairs to soiled or damaged surfaces.

### ■ Inside the ICM

In its function as a convention center, the ICM is fitted with high-quality floors and technical installations. Different requirements apply than for exhibition halls.

**Work involving dust or chips is only permitted to a limited extent within the ICM—and only if suitable suction devices are used.**

**Transport of materials within the ICM is to be carried out in such a way as to not damage floor surfaces (see “Use of lifting equipment”).**

**Hall aisles and delivery zones must be kept clear of metal parts (e.g. screws), stones, etc. at all times to prevent damage to floors.**

Messe München GmbH must be compensated for any damage caused by non-compliance with these requirements—the cost of repair is to be borne by the exhibitor.

### Equipotential bonding/Earthing

Depending on the stand construction or design, connections to the protective conductors are required as per VDE standards (see “Electrical Installation in Exhibition Stands” information sheet).

### Grease traps

Outflow into the sewer system must not contain contaminants in excess of normal household levels. If wastewater containing oils or greases in excess of these levels (e.g., from production refuse, commercial dishwashers, etc.) it must be treated with oil/grease traps.

### ■ Official regulations and permits

**Compliance with all relevant legal regulations and requirements, obtaining all necessary permits and approvals as well as the cost thereof, are entirely the responsibility of the operator of the exhibition stand.**

### Work permits

The exhibitor and any stand-building company commissioned by him are obliged to adhere to the regulations in force concerning labor relations and social security. In particular they must observe the regulations relating to social security contributions, including those for part-time or temporary employment (registration, social security card).

For work on Sundays, public holidays and at night, the appropriate permit must be obtained from the responsible authority.

If the setting up and dismantling of exhibition stands is to be performed by employees who are neither German nationals in the sense of Article 116 of the German Constitution, nor citizens of a member state of the European Union, such persons require a work permit issued by the Federal Institute of Employment (work permit). This does not apply to employees who retain their residence abroad while setting up or dismantling trade fair stands belonging to their foreign employer.

The work permit must be requested from the Arbeitsamt München (Munich Employment Office), Kapuzinerstrasse 26-30, 80337 München, Germany, or, if a staffing plan has already been established, from the Landesarbeitsamt Südbayern (South Bavarian Regional Employment Office), Thalkirchner Str. 54, 80337 München, in good time to allow a decision to be reached before the start of such employment. Personal applications can be made at the branch of the Employment Office at Geyerstrasse 32, 80469 Munich. It is an offence under Section 404 Para. 2 of the 3rd Book of the German Code of Social Law (SGB III), either willfully or negligently

- in contravention of Section 284 Para. 1 Sentence 1 of the SGB III to carry on an occupation as a non-German employee without a work permit,
- in contravention of Section 284 Para. 1 Sentence 1 of the SGB III to make use of a non-German employee without a work permit.

Such infringement is punishable by a fine of up to EUR 5,000 for the employee and EUR 250,000 for the employer.

### Notification of welding, cutting and soldering work

and all other work with a naked flame must be given to Messe München's Technical Exhibitor Service.

### Sources of interference (e.g. radio systems, routers)

In accordance with the corresponding EMC/EMI directives currently in effect, proof of compatibility for the devices being operated in the building/area must be produced in order to avoid mutual interference with respect to the operation of radio systems or any equipment with high-frequency emissions. Radio systems must accordingly have an appropriate frequency spacing with regard to the frequencies/applications already in use on the exhibition grounds. A radio frequency plan of the Trade Fair Center can be obtained on request from the Technical Exhibitor Service. Exhibitor-owned Wi-Fi routers are subject to notification. Radio antennas may be installed only by a contracting firm with the consent of the trade fair management.

### Demonstrations, operation of machinery and devices

As set out in the Technical Guidelines/General Terms and Conditions for Participation 5.8 and 5.11, prior written permission must be obtained from Messe München GmbH for any demonstrations, acoustic advertising, or the operation of machinery and equipment. These must be such as to cause no disturbance to neighboring exhibitors. Messe München GmbH shall be entitled to prohibit any demonstrations that endanger or adversely affect the fair (such as through noise) to any considerable extent, notwithstanding the fact that prior permission has been granted.

All musical reproduction at the exhibition stand is subject to the provisions of the Copyright Act § 15 (September 1965) for which permission must be obtained from the German Performing Rights Society (GEMA).

GEMA Bezirksdirektion Stuttgart, Key Account Management Messe, Herdweg 63, 70174 Stuttgart, Germany, messe@gema.de, www.gema.de

### Photography and Filming/Drones and Webcams

Only your own booth and your own exhibits may be filmed or photographed, or the booth and exhibits of the contracting exhibitor in the case of contract work. Other booths may not be entered or photographed/filmed. Exhibitors are themselves responsible for the legally compliant nature of all their photographic and video activities (notably in respect of the European Data Protection Basic Regulation and German Data Protection Act).

Exhibitors are to take appropriate measures (e.g. obtaining written consent) to ensure that the above usages meet statutory data protection requirements. Moreover, they are to indemnify Messe München GmbH on first demand against any third-party claims and/or fines resulting from the possible infringement of statutory data protection requirements.

The operation of drones on the premises of Messe München—both in the exhibition halls or in the outdoor exhibition area—is strictly prohibited at all times (setup, runtime, dismantling). The usage of webcams is only permissible on exhibitors' own stand areas. Other exhibition booths and aisle areas may not be visible on the recordings. Should an exhibitor violate this ruling, Messe München may demand the dismantling of the webcam.

The webcam must be mounted on the exhibitor's own stand structure/mounting mediums. Other booths may not be accessed for any mounting work required.

### ■ Delivery of goods consignments

When you address goods consignments for delivery to your stand, we would ask you to include the following data on the consignment and/or inform your forwarding agent accordingly:

- Name of the event
- Phone number of an employee on site authorized to receive goods
- Hall (Hall B0, Foyer Ground Floor or Foyer Second Floor)
- Stand number of your exhibition stand, exhibitor name
- Messegelände | Gate 21
- Paul-Henri-Spaak-Straße 8 | 81829 Munich, Germany

Please note that Messe München GmbH staff will not accept receipt of goods consignments intended for exhibition stands/third parties.

### ■ Use of means of transport

Using the means of transport mentioned below is strictly prohibited in the event area. Failure to comply may result in removal from the grounds: Segways, (electric) scooters, bicycles /e-bikes, roller skates, skateboards and similar.

### ■ Driving motor vehicles on the exhibition grounds

- a) Driving on the grounds with motor vehicles of any kind is at your own risk. With the exception of cases set out under b), driving on the exhibition grounds is prohibited for the duration of the event. During the setup and dismantling periods, drive-in by car/truck is only permitted for loading and unloading. Any other parking of vehicles on the exhibition grounds is not permitted and will result in their removal at the expense of the owner. Outside the exhibition grounds, a limited number of free parking spaces is available for cars/trucks, delivery vans, trailers, containers, etc. during setup and dismantling times. Detailed drive-in regulations for individual vehicle classes (e.g. access against payment of a deposit, access via truck check-in, pre-booking of time slots via FairLog) during setup and dismantling are set out in the Traffic Guide for the event. For safety reasons as well as ensuring smooth logistics during setup and dismantling, passenger cars are to be parked on the designated, free parking areas on specific days, with no access to the grounds permitted.
- b) Essential deliveries may be made during the event runtime, with each delivery lasting no more than one hour. On payment of a deposit of EUR 100, you will be issued a pass by the security staff at the open gate for a limited period.

Please ensure that the entrance permit is displayed in a clearly visible location behind the windscreen.

Given compliance with the departure time stipulated, your deposit will be returned to you upon your departure. If you do not depart by the departure time stipulated, your deposit will be forfeited. Your vehicle will moreover be removed from the grounds at your expense. Please inform your staff, stand personnel and suppliers accordingly. If service or repair work takes longer than this, a special permit is to be requested from Messe München or the organizer.

### ■ Parking spaces

Parking on the exhibition site is not permitted. Illegally parked vehicles will be towed away at the owner's expense.

#### For passenger cars

During opening hours, passenger cars up to 2 m in height may park at the Parking Garage West (Paul-Henri-Spaak-Straße 6, 81829 Munich). Day tickets drawn at the entrance may be exchanged for multi-day tickets at the car park ticket machine. Payment at the car park ticket machine may be made in cash or by credit card.

#### For trucks

Parking spaces in the vicinity of the exhibition grounds will be available for your vehicles during the trade show. Long-term parking permits for the duration of the show may be purchased at the entrance gate, payable in cash. Detailed information about parking facilities will be provided in the Traffic Guide made available to event exhibitors.

### ■ Alterations

Messe München GmbH reserves the right to make alterations with respect to technical organization and safety.

### ■ Floors—Permissible Loads—Gates

#### General

The entrance building (foyer) of the ICM – International Congress Center Messe München and Hall B0 may not be accessed by motor vehicles.

The use of forklift trucks inside the ICM is only possible on the first floor. Due to the nature of the floors, a special vehicle is required. The designated maximum point loading of floors does not apply to utility ducts and floor tanks.

Under no circumstances may the specified load limit be exceeded for the passenger and freight elevators, and no freight may be carried in the passenger elevators, via the escalators or through entrance portals.

Only lifting and transport equipment with clean and abrasion-resistant rubber treads may be used inside the ICM. Total weight of the lifting and transport equipment must be dimensioned in such a way as to prevent damage to the floors, especially the parquet flooring. Messe München GmbH must be compensated for any damage caused by non-compliance with these requirements—the cost of repair is to be borne by the exhibitor or renter.

Halls	Foyer Ground Floor (FGF)	Foyer Second Floor (FSF)	B0
<b>Length</b>	approx. 120 m	approx. 133 m	approx. 65 m
<b>Width</b>	approx. 52 m	approx. 11 – 60 m	approx. 56 m
<b>Total exhibition area</b>	approx. 4.850 m <sup>2</sup>	approx. 2,850 m <sup>2</sup>	approx. 3,500 m <sup>2</sup>
<b>Net exhibition space</b>	approx. 1,678 – 2,952 m <sup>2</sup> , depending on visitor nos.	approx. 1,379 – 1,518 m <sup>2</sup>	approx. 2,488 m <sup>2</sup>
<b>Clear height along hall perimeter</b>	approx. 2.9 m (next to room 01) approx. 4.5 m (under SF)	approx. 2.9 m (next to room 01) approx. 3.8 m (gallery)	approx. 4.1 m
<b>Clear height under mezzanine floor (MF)</b>	approx. 2.3 m	–	–
<b>Clear height in central hall area</b>	approx. 10.0 m (under main beam)	approx. 4.1 m (under main beam)	approx. 4.5 m
<b>Maximum structure height</b>	3.0 m – up to 4.0 m, if approved – under MF: max. 2.0 m  <i>Observe built-in components (monitors) and ICM signs on ceilings. Other structure heights in the hall center, under staircases and in front of and under large-screen displays apply.</i>	3.0 m – at the hall entrances: max. 2.5 m  <i>Observe built-in components (monitors) and ICM signs on ceilings.</i>	3.0 m – up to 4.0 m, if approved  <i>Observe built-in components (monitors) and ICM signs on ceilings.</i>
<b>Hall flooring</b>	granite, gray	maple parquet	oak bar parquet
<b>Wall covering / material, color</b>	Stucco Lustrò, light gray	Stucco Lustrò, light gray	maplewood panels
<b>Foyer partition wall</b>	beechwood panels, height: 4.3 m		
<b>Pillars: (Diameter) and [Number]</b>	(0.5 m) in exhibition area [30]	(0.5 m) in exhibition area [14]	(1.0 m) in hall perimeter area [6] (1.2 m) in hall center area [4]
<b>Permissible distributed load</b>	1 t/m <sup>2</sup> (10 kN/m <sup>2</sup> )	0.5 t/m <sup>2</sup> (5 kN/m <sup>2</sup> )	2 t/m <sup>2</sup> (20 kN/m <sup>2</sup> )
<b>Permissible point load</b> (support area 0.3 x 0.3 m, spacing approx. 1.5 m) does not apply to utility duct cover	1 t/m <sup>2</sup> (10 kN/m <sup>2</sup> ) (not applicable for floor tanks)	0.5 t/m <sup>2</sup> (5 kN/m <sup>2</sup> ) (not applicable for floor tanks)	2 t/m <sup>2</sup> (20 kN/m <sup>2</sup> ) (not applicable for floor tanks)
<b>Permissible ground pressure (heavy-duty vehicles)</b> under wheel and individual loads	approval required	approval required	approval required
<b>Permissible distributed load for suspensions</b> (related to stand space rented)	approval required (not available in all areas)	–	approval required (not available in all areas)
<b>Entrance gates: (Size) and [Number]</b>	(3.0 m x 4.2 m) [1] – via loading yard foyer north (2.0 m x 2.1 m) [1] – via foyer south (2.5 m x 2.9 m) [3] – via hall B0		(12.5 m x 4.0 m) [1] – via loading yard hall B0
<b>Load lift: location (Size WxHxD) [Number] (Load capacity)</b>	–	(3.05 m x 2.45 m x 5.85 m) [2] (4.0 t) – through room 14 via hall loading yard(*) (1.15 m x 2.05 m x 2.30 m) [1] (1.6 t) – by room 01 via loading yard foyer north (1.65 m x 2.10 m x 3.20 m) [2] (2.0 t) – by room 13 via loading yard hall (*)	–

(\*) A load lift operator / access control is required when using these elevators.

Halls	Foyer Ground Floor (FGF)	Foyer Second Floor (FSF)	B0
<b>Artificial lighting</b>	200 lux/m <sup>2</sup>	200 lux/m <sup>2</sup>	200 lux/m <sup>2</sup>
<b>Daylight</b>	with sun shading	with sun shading	–
<b>Room climate</b>	partially air-conditioned	partially air-conditioned	partially air-conditioned
<b>Fire protection facilities</b>	sprinkler system and smoke detector	sprinkler system and smoke detector	sprinkler system and smoke detector
<b>Utility supplies via</b>	floor tanks and staircases	floor tanks and and main carrier (ceiling)	utility ducts
<b>Utility supplies</b>	spacing 9 m x 6 m	spacing 12 m x 8 m	transverse across hall, center distance 4.85 m
<b>Width of floor tanks / utility ducts</b>	0.48 m x 0.48 m	0.30 m x 0.30 m	0.35 m
<b>Width of utility duct cover</b>			0.43 m
<b>Connections:</b> – Water supply – Wastewater / Sewage – Sprinkler system – Compressed air	– not available – not available – not available – not available	– not available – not available – not available – not available	DN 25/min. 3.5 bar DN 100 DN 50 DN 50/min. 10 bar
<b>Electricity supply</b>	200 W/m <sup>2</sup> to 40 kW/CEE 63 A	200 W/m <sup>2</sup> to 20 kW/CEE 32 A	200 W/m <sup>2</sup> to 85 kW/CEE 125 A
<b>Telecommunications</b> – User-neutral, wireline connections (phone, fax, analog, LAN)	approx. 75	approx. 30	approx. 150
<b>Fiber-optic connections</b> SM duplex (single-mode or mono-mode) MM duplex (multi-mode or gradient)	36 36	19 19	– –



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## 1. Preface

Messe München GmbH has issued guidelines for the fairs and other events it holds with the aim of providing all exhibitors/organizers with optimum conditions for presenting their exhibits and addressing their visitors and other interested parties.

The Technical Guidelines are a constituent part of the contracts Messe München GmbH concludes with its exhibitors, organizers, service companies, stand-building companies and other service providers. These exhibitors, organizers, service companies and other service providers undertake to ensure that all their contractual partners, who are active or present at the Messe München Trade Fair Center, hereinafter referred to as "trade fair center", comply with these Technical Guidelines. Messe München GmbH is entitled to demand that all persons active or present at the trade fair center comply with the Technical Guidelines. As far as fairs, exhibitions and other events run by an organizer other than Messe München GmbH are concerned, the given organizer is, alongside Messe München GmbH, entitled and obliged to demand of his customers and their contractual partners that they comply with the Technical Guidelines.

At the same time, these Technical Guidelines include safety regulations intended to guarantee optimum technical and design safety at the event in the interests of exhibitors and visitors alike.

The regulations applicable to fire prevention, construction and other safety precautions have been agreed with the relevant offices of the Munich Department of Works in their function as the local authority responsible for construction and technical acceptance in respect of fairs and exhibitions.

Messe München GmbH reserves the right to check compliance with these regulations and to take appropriate action should they be violated. The relevant statutory regulations applying at the given time must also be observed.

For safety and stand construction purposes, Messe München GmbH is entitled to impose requirements above and beyond those stipulated in these Technical Guidelines.

The ordering media for exhibitor services will be made available in good time; orders must be placed promptly, as Messe München GmbH cannot guarantee proper and timely execution in the event of late submission.

Orders only become valid if they are accepted. Acceptance may be given tacitly, i. e. by means of provision of the service ordered. Exhibitors are not entitled to acceptance of their orders unless the law gives rise to such an entitlement. Acceptance of an order can be refused, particularly in cases where the exhibitor/organizer concerned has not fulfilled his financial obligations vis-à-vis Messe München GmbH, e. g. those outstanding from previous events. In addition, Messe München GmbH reserves the right to charge a supplement on the stand fees in accordance with the details shown in the ordering media for exhibitor services for any orders submitted after the deadline.

After stand space has been allocated, circulars will be sent to the exhibitors informing them of further details concerning the preparation and organization of the fair.

These Technical Guidelines have been agreed by:

Deutsche Messe AG Hannover

Koelnmesse GmbH

Leipziger Messe GmbH

Messe Berlin GmbH

Messe Düsseldorf GmbH

Messe Frankfurt Venue GmbH

Messe München GmbH

NürnbergMesse GmbH

Landesmesse Stuttgart GmbH

in order to formulate them with a common structure.

Moreover, Messe München GmbH reserves the right to make any changes it deems necessary. The German text is binding. The term "hall" may also be used for comparable buildings in the further course of these Technical Guidelines.

### 1.1. House rules

The trade fair center is private property. The owner is Messe München GmbH, Am Messesee 2, 81829 Munich, Tel. +49 89 949-01. Messe München GmbH and the respective organizer exercise domiciliary rights.

The house and usage rules apply to all persons entering Messe München GmbH's private grounds. The rules are clearly posted at the access points to the trade fair center.

### 1.2. Opening hours

#### 1.2.1. Stand setup and dismantling times

During the general stand setup and dismantling periods, work can as a general rule be done in the halls and outdoor exhibition area between 08:00 and 22:00 insofar as no other times have been specified for the given fair.

On the last day of the setup period, constructional work is to be completed by 18:00. Aisle areas adjacent to the stand are to be kept clear from 18:00 on the last stand-setup day.

For general safety reasons, the halls and the exhibition grounds are closed outside these times. An extension to these times is only possible in exceptional circumstances and requires the written consent of Messe München GmbH's Technical Exhibitor Service.

By the end of the dismantling period stipulated for each event (see "Special Terms of Participation (B)" and "Important Information"), if applicable for the event, the exhibitor must have removed all stand construction materials, all exhibits and items on display and all other exhibition goods in full and have restored the exhibition space to its original state.

Messe München GmbH is entitled but not obliged to have the exhibition goods still on the stand at the end of the dismantling period removed and stored by its accredited forwarding agent at the exhibitor's expense and risk, or dispose of them at his expense.

#### 1.2.2. Duration of the event

During the period of the actual event, the halls are opened one hour prior to the official opening time and closed one hour after the official closing time. Messe München GmbH reserves the right to impose special arrangements in this respect. Exhibitors who need to work on their stands outside these times due to exceptional circumstances require the written consent of Messe München GmbH's Technical Exhibitor Service.

## 2. Traffic within the trade fair center, emergency routes, safety equipment

### 2.1. Road traffic regulations

The driving of any vehicle within the trade fair center is at the driver's own risk and only allowed with a special permit, valid entry authorization or valid parking pass. During the event, the driving or parking of any vehicle within the trade fair center is strictly prohibited. Messe München GmbH can however make exceptions and issue appropriate parking or entry permits. Messe München GmbH is entitled to raise a charge for the issue of parking or entry permits.

The parking or entry permit is to be placed behind the windscreen of the given vehicle so that it is clearly visible. The regulations arising from the use of parking or entry permits require strict compliance. Parking or entry permits are to be returned at any time at the request of the Messe München GmbH staff deployed for traffic control purposes or of the security personnel. Parking and/or entry permits are only valid for the vehicle for which they have been issued.

Messe München GmbH is entitled to ask for a deposit in return for entry into the trade fair center and to limit the maximum length of stay. The deposit paid is forfeited if the maximum length of stay is exceeded. This ruling applies during the stand construction and dismantling periods as well as in cases where Messe München GmbH has allowed the trade fair center to be accessed during the period of the actual event.

The German Road Traffic Regulations apply throughout the entire trade fair center and the exhibition car parks. A maximum speed limit of 20 km/h applies within the exhibition grounds. Inside the halls, vehicles may only be driven at walking pace; this ruling also applies to the rest of the trade fair center during the period of the actual event. Vehicles may only enter the halls for the purposes of loading and unloading (Hall C6: no access for vehicles insofar as the mobile partition walls are located outside the parking position). Care must be taken to ensure that no existing supply connections and other technical infrastructure items are damaged. The stipulated load-bearing capacity of the hall floors must be noted and complied with, as must the height and width of the gates. Engines should be switched off during loading and unloading. The parking of vehicles in the halls is strictly prohibited. Messe München GmbH reserves the right to deny motorized access to the halls for reasons it considers justified.

Pedestrians are to be given maximum consideration. No vehicles are allowed to access paths or green areas that have been cordoned off.

Mobile homes and caravans may not be brought on to the trade fair center for accommodation purposes. Areas Messe München GmbH designates as camping sites for a specific event are excluded from this ruling.

Vehicles are not allowed to stop under any circumstances throughout the entire trade fair center except in those areas designated accordingly. Messe München GmbH reserves the right to remove at the expense and risk of the person responsible, driver or owner any vehicles, trailers, containers, skips or full/empty packaging left in no-stopping zones or otherwise illegally parked.

Additionally, the provisions and access regulations set out in the ordering media for exhibitor services relevant to the given event ("Important Notes") apply, as do those stipulated in the "Exhibitors' Traffic Information" that is distributed in good time prior to the event.

The rules prescribed by Messe München GmbH concerning traffic regulation and routing including the instructions of security staff are to be strictly observed. Messe München GmbH reserves the right to regulate above all the access of exhibitors and/or their stand construction companies and other contractors to the individual stands.

In connection with fairs and exhibitions, it is advisable to make use of the full period allowed for stand construction as experience has shown the trade fair center to be excessively full on the last two stand construction days. No claims may be asserted against Messe München GmbH if delays are incurred by exhibitors, their stand construction companies or other contractors due to the trade fair center being overcrowded or to measures implemented by Messe München GmbH to control traffic within the trade fair center and/or access to the stands.

### 2.2. Transport of caterpillar vehicles

Only caterpillar vehicles with smooth tracks licensed for public roads may use the roads at the trade fair center. Caterpillar vehicles may only access the exhibition halls with the prior approval of Messe München GmbH's Technical Exhibitor Service (see also item 4.4.1.2.). For damage to road surfaces and hall floors, the exhibitor is liable in full.

### 2.3. Emergency routes

#### 2.3.1. Fire service movement zones, fire hydrants

Access to fire service movement zones, emergency rescue routes and safety zones designated accordingly may not be restricted at any time. Particularly during the stand construction and dismantling periods, access may not be restricted by parked vehicles, stored exhibition goods, construction or packaging materials, etc. blocking the way.

Vehicles and objects parked on or blocking fire service movement zones, emergency rescue routes or safety zones can be removed at the expense of the person responsible. In so doing, Messe München GmbH is only liable for such damage to property as is incurred due to wilful or gross negligent behaviour. Hydrants in the halls and outdoor exhibition area may neither be obstructed nor made unrecognisable or inaccessible.

#### 2.3.2. Emergency exits, escape hatches, hall aisles

All hall exits and aisles designated as such in the hall plans are to be kept clear over their full width. They serve as escape routes in emergencies and may therefore never be obstructed by objects left in the way or protruding. Doors along emergency escape and rescue routes must be easy to open from the inside and to their full width. Exit doors, emergency escape hatches and signs indicating their position may not be obstructed, built over, blocked, covered or made unrecognizable or inaccessible in any other way. Information stands, tables and other furnishings may only be located near entrances, exits and access to stairways if sufficient room is left between them.

Hall aisles designated as such may not be built over or obstructed in any way whatsoever. This also applies in cases where Messe München GmbH has allowed exhibitors to incorporate space from the aisles into their stand design. These areas must be visually designed in such way that they are recognizable as areas belonging to hall aisles.

Materials required for stand-building purposes or exhibits delivered for immediate setup on the stand may be deposited in hall aisles briefly providing the minimum aisle widths required for safety reasons are observed and logistical needs given due consideration.

This is considered to be the case if a strip along the stand perimeter to the hall aisle with a maximum width of 0.90 m is used for depositing the items concerned. On the main aisles (connecting aisle between two opposing hall gates) a passage with a minimum width of 2 m (red floor markings) must be kept clear. Areas in front of emergency exits and the hall aisle intersections must be kept clear across their full width at all times. Hall aisles may not be used for setting up assembly areas or erecting machines (e.g. woodworking machines, work benches).

Messe München GmbH may moreover demand the immediate clearance of hall aisles for logistical reasons.

### 2.4. Safety equipment

Sprinkler systems, fire alarms, emergency call facilities, fire extinguishing equipment, smoke detectors, closure devices for the hall entrances and other safety facilities, the signs indicating their position and the green emergency exit signs must be accessible and visible at all times; they may not be obstructed or blocked.

### 2.5. Stand numbering

All stands are equipped with number signs by the given organizer which may only be removed with the prior consent of the organizer.

## 2.6. Security

Messe München GmbH and/or the security company commissioned by it to supervise the trade fair center is/are responsible for security at the entrances and in the halls. Messe München GmbH offers no guarantee that the trade fair center will be secured and monitored continuously. Messe München GmbH is authorized to implement any measures it deems necessary for securing and monitoring purposes.

The security of stands, the items on display and any other objects located on the stands is not the responsibility of Messe München GmbH. Exhibitors are responsible for the security of their own stands and should organize it themselves as they see fit. However, only security guards from the company commissioned by Messe München GmbH to secure the trade fair center may be employed. Exhibitors' attention is drawn explicitly to the fact that stand exhibits and other items on the stand are particularly at risk during the stand construction and dismantling periods. Items of value and/or those that can be easily removed should always be locked away at night.

## 2.7. Emergency evacuation/Clearance

Messe München GmbH is entitled to order rooms, buildings halls and/or outdoor exhibition areas halls to be closed and evacuated for safety and above all regulatory compliance reasons. The exhibitor has to inform his employees of this procedure. He must draw up his own evacuation plans and make them known should this be required by law or ordered by the relevant authorities or Messe München GmbH. As and when required, he is responsible for ensuring that his stand is evacuated.

## 3. Technical data and features of the halls and the outdoor exhibition area

### 3.1. Hall data

The halls offer the following gross exhibition areas:

A1–A6, B1–B6	approx. 11,000 m <sup>2</sup>
C1–C6	approx. 10,000 m <sup>2</sup>
B0	approx. 3,500 m <sup>2</sup>

#### Hall entrance dimensions

The halls can all be accessed by vehicles (apart from Hall B0) and each has at least 6 entrances measuring 4.50 m x 4.50 m. Hall B0 has one entrance measuring 12.50 m x 4 m.

#### Heights of halls

None of the halls (except Hall B0 in the ICM – International Congress Center Messe München and the northern front ends of Halls C1–C6) have supporting pillars. They are all equipped with sprinkler systems.

The clearance height of the walls running along the length of the halls between the entrances measures approx. 5.70 m (in the case of the B6 high hall approx. 7.80 m).

The clearance height at the sides of the halls measures approx. 10.75 m (in the case of the B6 high hall approx. 15.25 m).

The hall height in central areas measures approx. 11.50 m (in the case of the B6 high hall approx. 16 m).

The height clearance of Hall B0 measures 4 m at the sides and 4.20 m in central areas. The height clearance of the northern front ends of Halls C1–C6 measures approx. 4.50 m.

Suspension points are available in all halls. The maximum perpendicular load per suspension point is 100 kg (1 kN).

#### Load-bearing capacity of the hall floors

The hall floors are made of mastic asphalt. The maximum permissible distributed load on the floors in all halls is 5 t/m<sup>2</sup> (50 kN/m<sup>2</sup>). A total truck weight of up to 60 t (600 kN) is allowed. The maximum permissible fork-lift load is 14 t (140 kN). The permissible point load on a floor area of 30 cm x 30 cm (spacing of approx. 1.50 m) is 5 t (50 kN; floor pressure 500 kN/m<sup>2</sup>)—this does not apply however to utility duct covers.

Hall B0 has parquet flooring. The maximum permissible load-bearing capacity of the floor must be tested on a case-by-case basis.

Kindly contact Messe München GmbH's Technical Exhibitor Service for details concerning the entrance buildings incl. the ICM Foyer (floor load-bearing capacity max. 1 t/m<sup>2</sup> (10 kN/m<sup>2</sup>) on the ground floor).

### 3.1.1. Normal lighting, type of current, voltage

The normal lighting in the halls is provided by Messe München GmbH. The normal artificial lighting in the halls during the actual fair is approx. 50 lux/m<sup>2</sup> measured 1 m above the floor.

Each hall is lit by daylight and artificial light.

Type of current and voltage available at the trade fair center:

Mains type: TN-S System

230 volt (±10%)/50 Hz alternating current

3 x 400 volt (±10%)/50 Hz three-phase current

### 3.1.2. Supply of compressed air, electricity, gas and water

Compressed air, electricity, gas and water are supplied to the stands in the halls via the utility ducts located approx. every 5 m in the hall floor (approx. 4.50 m in the case of Halls C1–C6 and approx. 4.85 m in the case of Hall B0); no gas supply is available in Hall B0. The utility duct covers measure approx. 43 cm x 43 cm (the utility duct is approx. 35 cm wide).

Hall C1 is equipped with two further utility ducts running the length of the hall.

Electricity supply 200 W/m<sup>2</sup>

Connection for water DN 25/min. 3.50 bar

Wastewater DN 100

Connection for sprinklers 50 DN, available in every second duct

Connection for compressed air DN 50/min. 10 bar, available in every second duct

Connection for gas DN 25/20 mbar

### 3.1.3. Communications equipment

Stand telephone, fax, data and antenna connections are available via connection points located in the hall floor. RJ 45 is the connection system used or, in the case of fibre optic connections, E 2000.

### 3.1.4. Sprinkler systems

The halls are equipped with sprinkler systems. Every second utility duct is fitted with a main sprinkler connection via which the stands can be supplied. (See Item 4.4.2. or 4.9.2. for information on sprinkler systems for covered stands)

### 3.1.5. Heating, ventilation

Messe München GmbH provides for the general heating and ventilation of the halls. All the halls are partially air-conditioned.

### 3.1.6. Faults

Any fault occurring in supply (in respect of e.g. electricity, water, compressed air, heating, ventilation, communications, etc.) must be reported immediately to the Technical Exhibitor Service.

Messe München GmbH is not liable for any damage occurring as a result of faults due to fluctuations in supply or a force majeure or if the supply is interrupted on the instructions of the Municipal Fire Service or of the suppliers of the service concerned (electricity, water, energy).

## 3.2. Outdoor exhibition area

Outdoor exhibition area, center: approx. 65,000 m<sup>2</sup>.

Outdoor exhibition area, south: approx. 150,000 m<sup>2</sup>.

Surface of exhibition area: seeded gravel bed (grassed-over gravel-humus mixture, stony in parts)

Road surface: asphalt

Width of access roads: 8 m or 12 m

Permissible load-bearing capacity: 50 t/m<sup>2</sup> (500 kN/m<sup>2</sup>) except for railway track area for which a lower load-bearing capacity applies. Details available from Messe München GmbH's Technical Exhibitor Service.

Lighting: 30 lux/m<sup>2</sup>

Stand telephone, fax, data and antenna connections in the outdoor exhibition area are available via connection points located in the ground. RJ 45 is the connection system used or, in the case of fibre optic connections, E 2000.

Max. ground load-bearing capacity: 20 t/m<sup>2</sup> (200 kN/m<sup>2</sup>)

Stand electricity and water/wastewater connections are available via connection points located in the ground.

Connection for water: DN 40/min. 3.50 bar

Wastewater: max. DN 100

Electricity supply: 50 W/m<sup>2</sup>

Stand telephone, fax, data and antenna connections in the outdoor exhibition area are available via connection points located in the ground. RJ 45 is the connection system used or, in the case of fibre optic connections, E 2000.

## 3.3. Clearance heights

The clearance height of the entrances to the loading areas is approx. 5 m. The East Connecting Tunnel has a clearance height of 4.30 m and the West Connecting Tunnel one of 4.50 m.

## 4. Regulations governing stand construction

### 4.1. Stand construction safety

Exhibition stands including equipment and exhibits as well as advertising hoardings must be securely erected such that they do not constitute a risk to public safety and order, above all in respect of human life and health.

The given exhibitor is responsible for the structural safety of the stand concerned and may be required to provide proof of same.

Messe München GmbH reserves the right to inspect stand structures, exhibits, advertising hoardings, etc. or have them inspected by an independent expert in terms of their stability and traffic safety to the extent that justified doubt exists as to their stability and traffic safety even if the items concerned have received prior approval.

Upright structural elements or special constructions (e.g. freestanding walls, tall exhibits, tall decorative elements, LED walls), that may fall over, must be able to withstand the following horizontally impacting equivalent distributed load qh:

qh1 = 0.125 kN/m<sup>2</sup> up to 4 m height from upper edge of floor;

qh2 = 0.063 kN/m<sup>2</sup> for all surfaces above 4 m in height from upper edge of floor.

The reference surface in such cases is the surface potentially exposed. The verification documentation drawn up for this purpose is to be provided at the request of Messe München GmbH.

Stand structures in the outdoor exhibition area should be appropriately designed to withstand wind loads and, if applicable, snow loads.

See Item 4.6. for load assumptions for platforms and Item 4.9.3. for load assumptions for two-story stands. Stand structures cannot be supported by securing them to the hall roof. (See Item 4.7.5.2. for details of attaching objects to fixing points).

### 4.2. Stand construction approval

Insofar as the Technical Guidelines have been adhered to with regard to the design and construction of the stand, there is no need to submit drawings for the approval of single-story stands, providing their floor space does not exceed 100 m<sup>2</sup> and they are not higher than 3 m. On request, Messe München GmbH offers exhibitors the option of checking their stand design plans which are to be submitted.

All other types of stand (above all those with floor space in excess of 100 m<sup>2</sup> or higher than 3 m, multi-story stands (see Item 4.9.), mobile stands) require approval (as do stands with bridges, stairs, cantilever roofs, galleries, sloping walls, etc.) and structures for outdoor exhibition areas (see Item 4.8.). Dimensioned layout, elevation view and sectional drawings are to be submitted to the Technical Exhibitor Service for approval. Escape and rescue routes are to be shown in a separate plan.

To the extent that 200 or more seats need to be arranged, the total number of seats and the escape/rescue routes must be shown in a separate plan (seating plan scale 1:200) to be submitted to Messe München GmbH in triplicate, whereby the width of the escape/rescue routes is to be based on the maximum number of persons the room can accommodate and sized accordingly (see also Item 5.11.). A copy of the plan approved for the given usage should be displayed in a clearly visible location near the main entrance to the assembly room concerned.

### 4.2.1. Stand structures subject to inspection and approval

All organizers, exhibitors, tenants, service partners or other service providers are obliged to check whether the temporary structures they are planning to build either in the halls or in the outdoor exhibition area require approval. If in doubt, you should contact Messe München GmbH's Technical Exhibitor Service.

#### Stand space in the halls

To-scale drawings for single-story stands with floor space in excess of 100 m<sup>2</sup> or higher than 3 m must be submitted for approval to Messe München GmbH's Technical Exhibitor Service (ground plan and elevation sketches to a scale of at least 1:100) by the deadline specified in the ordering media for exhibitor services at the latest. To the extent that approval is granted, one copy is then returned to the exhibitor/stand-builder with Messe München GmbH's stamp of approval. This means that the stand construction concerned has been approved.

Approval for two-story stands must be applied for by submitting the "Application for Special Stand Designs" form to Messe München GmbH's Technical Exhibitor Service by the deadline specified in the ordering media for exhibitor services at the latest. The form must be completed in German and submitted with the required number of copies to Messe München GmbH together with the required documents that must also be in German. Stand construction approval is granted at the same time as planning permission given by Messe München GmbH, along with approval of the static calculation, verified by our structural engineering inspectors.

#### Stand space in the outdoor exhibition area

Single-story stands with floor space in excess of 50 m<sup>2</sup> or higher than 5 m must be submitted for approval to Messe München GmbH's Technical Exhibitor Service (ground plan and elevation sketches to a scale of at least 1:100) by the deadline specified in the ordering media for exhibitor services at the latest. To the extent that approval is granted, one copy is then returned to the exhibitor/stand-builder with Messe München GmbH's stamp of approval. This means that the stand construction concerned has been approved.

Approval for multi-story stands, special constructions, rooms with seating for more than 200 persons, darkened rooms for slide/film shows must be applied for by submitting the "Application for Special Stand Designs" form to Messe München GmbH's Technical Exhibitor Service by the deadline specified in the ordering media for exhibitor services at the latest. The form must be completed in German and submitted with the required number of copies to Messe München GmbH together with the required documents that must also be in German. Stand construction approval is granted at the same time as planning permission given by Messe München GmbH, along with approval of the static calculation, verified by our structural engineering inspectors.

The erection of such temporary structures as require execution approval in accordance with art. 72 of the Bavarian Building Directive (BayBO) must be applied for with the Munich City Council—Department for Urban Planning and Building Regulations—subject to submission of the test log and compliance with the statutory deadlines.

Postal address:

Landeshauptstadt München  
Referat für Stadtplanung und Bauordnung  
Hauptabteilung IV—Lokalbaukommission  
Blumenstraße 28 b  
80331 Munich, Germany  
www.muenchen.de

The costs of the stand design approval process (see rear of "Application for Special Stand Designs" form) will be charged to the exhibitor.

#### 4.2.2. Vehicles and containers

The use of vehicles and containers as exhibits in the halls requires approval (see Items 4.4.1.2. and 4.4.2., for vehicles in the outdoor exhibition area see Item 2.2.). For damage to road surfaces and hall floors by vehicles and containers, the exhibitor is liable in full.

Motorized/mobile exhibition stands (show trucks, buses, trailers, etc.) must be fitted with a sprinkler system if they constitute a single, uninterrupted area measuring more than 30 m<sup>2</sup>. The space between two mobile exhibition stands is considered to be part of a single, uninterrupted area, unless the distance between the two mobile exhibition stands is large enough to ensure that the effect of the sprinklers installed in the hall is not compromised.

#### 4.3. Construction heights

The standard height for stand structures and advertising hoardings is 3 m.

The maximum construction height varies from event to event and is specified either in the Special Terms of Participation (B) or the "Important Notes", if applicable for the event, of the relevant ordering media for exhibitor services. Contact the Technical Exhibitor Service if in doubt. The maximum height for stand structures set by Messe München GmbH may only be exceeded with the Technical Exhibition Services Division prior written approval.

Exhibits are not normally subject to this limitation, but should be reported to the Technical Exhibitor Service prior to the event.

#### 4.4. Fire prevention and safety regulations

##### 4.4.1. Fire prevention

All equipment and materials brought to the trade show stand, including exhibits, must be considered in a risk assessment. Messe München GmbH reserves the right to demand further corrective action.

##### 4.4.1.1. Stand construction materials and decorations (embellishments)

As a general rule, no easily flammable materials, materials that drip or melt when burning, toxic gases or materials producing heavy smoking/sooting, such as most thermoplastics including polystyrene (Styrofoam), whatsoever may be used.

In individual cases and for safety reasons, special conditions may be imposed for load-bearing structural components (e.g. non-flammability).

Any mountings, fasteners and ties required for structural or load-bearing purposes must be made of non-flammable materials.

Decorative materials in installed condition must be classed as being at least extremely flame-retardant (class B1), may not drip or melt when burning pursuant to DIN 4102-1, may only produce a limited amount of smoke or comply with class C (C-s2, d0) pursuant to EN 13501-1. A test certificate verifying the fire classification of the materials used must be available for presentation.

As a rule, materials such as bamboo, reeds, hay, straw, mulch or peat do not meet these requirements and are in general to be protected separately or treated with a suitable and approved fire-proofing agent, to be coordinated with the Munich Municipal Fire Department and taking account of the processing instructions. The use of deciduous and coniferous shrubs or bushes is only permitted if they have moist root balls. If during the event it becomes apparent that the trees and plants are drying out and thus becoming easily flammable, they must be removed.

Messe München GmbH's consent can in particular be made subject to the general fire load to be considered.

##### 4.4.1.2. Exhibition and demonstration of motor vehicles

Vehicles may only be exhibited and demonstrated in the halls after they have been registered with Messe München GmbH (form "Registration for Preventive Fire Protection"). The unintentional or wilful moving of vehicles by third parties must be reliably prevented by the exhibitor/organizer. Suitable measures must also be taken to prevent existing vehicle emergency call systems (eCall) from unauthorized or unintentional activation. This can be done, for example, by temporarily disabling the emergency call system.

On electric vehicles, the charge level of the vehicle battery must be reduced to the non-critical level required for driving in and leaving the halls and for the demonstration. Charging processes are only permitted after consultation with Messe München GmbH, Technical Exhibitor Service. Messe München GmbH reserves the right to prohibit charging processes in the halls.

On internal combustion engines and gas-powered vehicles, the tank capacity must be reduced to the level required for driving in and leaving the halls. The fuel gauge light must be functional to show low/reserve. If possible, the filler cap is to be locked. Depending on the event and installation location of the exhibit, additional safety measures may be required, such as inerting the fuel tanks, disconnecting the batteries and/or deploying security guards. Fuels may not be stored at the stand.

##### 4.4.1.3. Explosive substances, ammunition

Such explosive substances as are subject to the provisions of the Explosives Act and ammunition as is subject to the Firearms Act may not be displayed at fairs and exhibitions.

##### 4.4.1.4. Pyrotechnics

Pyrotechnical displays are subject to approval and must be coordinated with Messe München GmbH. Approval can be obtained from the relevant safety authorities via the "Application for Preventive Fire Protection Measures" form. Exhibitors have no entitlement to approval being granted.

##### 4.4.1.5. Balloons

The use of tethered balloons is generally prohibited in the halls and outdoor exhibition area. Exceptions to this ruling require the prior written approval of Messe München GmbH's Technical Exhibitor Service. To the extent that approval is granted, the balloons may only be filled with non-flammable, non-toxic gases. The balloons must remain within the confines of the stand and not exceed the maximum height allowed for stands and advertising hoardings.

##### 4.4.1.6. Flying objects

The use of flying objects is generally prohibited in the halls and outdoor exhibition area. Exceptions to this ruling require the prior written approval of Messe München GmbH's Technical Exhibitor Service.

##### 4.4.1.7. Fog machines and other show effects

The use of fog machines and other show effects has to be co-ordinated with Messe München GmbH's Technical Exhibitor Service.

##### 4.4.1.8. Ash containers, ashtrays

To the extent that smoking is not explicitly prohibited on a stand or parts thereof, a sufficient quantity of ashtrays or ash containers made of non-flammable materials must be provided and arrangements made for their regular emptying into non-flammable, tightly closing containers.

##### 4.4.1.9. Containers for non-recyclable, recyclable and residual waste

No containers for non-recyclable, recyclable and residual waste made of flammable materials are to be used on the stands. Any non-recyclable, recyclable and residual waste produced on the stands should be disposed of regularly, on the evening of each event day at the latest, via such appropriate containers as are on request provided to exhibitors by Messe München GmbH subject to a charge. They should be placed at the edge of the aisle-side of the stand for collection purposes. Readily flammable waste materials such as wood chippings, other bits of wood, sawdust and the like should be kept in sealed containers and disposed of on a daily basis or several times per day if large quantities are produced.

The bags that are distributed for non-recyclable, recyclable and residual waste are collected by the cleaning company on the evening of each event day.

See also Item 6. "Environmental Protection" and the Waste Disposal form in the ordering media for exhibitor services for further information on waste disposal.

##### 4.4.1.10. Spray guns, solvents

The use of spray guns as well as of substances and paints containing solvents is prohibited.

##### 4.4.1.11. Abrasive cutting and working with naked flame

Prior approval must be submitted in writing to and obtained from Messe München GmbH's Technical Exhibitor Service for any welding, cutting, soldering, melting and part-off grinding work. The surrounding area must be protected from flying sparks when work is under way. Any joints and cracks should be sealed with appropriate, non-flammable materials. Stands must be equipped with at least one DIN 14406 or EN 3 fire-extinguisher suitable and approved for fire classes A/B/C.

Naked flames and activities involving a risk of fire are as a general rule prohibited during the event. An exception to this ruling, which must be applied for via the "Application for Preventive Fire Protection Measures" form, can be granted by the Munich Municipal Fire Department. Exhibitors have no entitlement to approval being granted exceptionally.

##### 4.4.1.12. Empty packaging / Storage of goods

The storage of empty packaging of any kind in the halls both on the stands and outside the stands is prohibited. Any such items should be removed as soon as they have become empty. Messe München GmbH is entitled to remove wrongfully stored empty packaging at the expense and risk of the exhibitor. The storage of such items at the exhibition center can occur via forwarding agents appointed by Messe München GmbH. This service is not free of charge.

##### 4.4.1.13. Fire extinguishers

In general, such extinguishing agents as are suitable for the purpose concerned are to be used. Further information can be obtained from the Notice "Fire Protection Measures at Trade Fairs and Exhibitions."

##### 4.4.2. Stand ceilings

The halls at Messe München GmbH are equipped with an automatic fire-extinguishing system, the effective operation of which may not hindered by any stand ceilings. Irrespective of their size, stand ceilings of any kind are subject to approval and must be registered in writing with Messe München GmbH's Technical Exhibitor Service (see "Application for Preventive Fire Protection Measures" ordering media). All stand ceilings require the prior, written approval of Messe München GmbH's Technical Exhibitor Service.

##### Halls A1–A6, B1–B6, C1–C6:

Stand ceilings must be at the very least flame-retardant (DIN 4102 or DIN EN 13501-1)—the relevant test certificate should be submitted or available for presentation on the stand. A sprinkler system has to be installed for any single covered area exceeding 30 m<sup>2</sup>.

In such cases, one sprinkler unit must be installed for every 12 m<sup>2</sup> or part thereof of covered space; any rooms/cabins located beneath the stand cover must be encompassed by the sprinkler system. Given the consent of the Munich Municipal Fire Department, sprinkler systems for stand ceilings larger than 30 m<sup>2</sup> are not necessary if the coverings meet the following requirements:

- Metal modular or grid ceilings:

The covering concerned is a modular or metal-grid ceiling comprising open-mesh grating, perforated sheet metal or similar. At least 70% of the entire ceiling structure including lamp fittings, etc. must be open in accordance with the planning and installation guidelines laid down by VDS Schadenverhütung GmbH (Independent Fire Protection and Safety Institute of the German Insurance Association). The degree of openness of the given structure must be proven verifiably.

- Textile coverings:

The covering is fire-resistant and its horizontal installation below sprinkler units has been approved by VDS Schadenverhütung GmbH (wide-mesh netting or smoke-out fabric). VDS Schadenverhütung GmbH's written approval should be submitted to Messe München GmbH's Technical Exhibition Services Division; compliance with VDS Schadenverhütung GmbH's installation instructions is required.

See Item 4.9.6. for stand ceilings on the upper floor of two-storied stands.

Clearance of at least 0.50 m must be guaranteed between stand perimeters and directly neighboring stands to ensure that the maximum permitted continuous area of 30 m<sup>2</sup> is not exceeded due to the aggregation of several ceiling or canopy sections. Messe München GmbH's approval is required for any reduction in the minimum 0.50 m clearance stipulated.

##### ICM – International Congress Center Messe München with Hall B0 and the North, East, West and North-West Entrances:

Only such mesh/netting materials as have been approved by VDS and are sprinkler-compatible may be used.

Horizontal coverings in the entrance buildings wider than 1 m must be approved by Messe München GmbH's Technical Exhibitor Service.

See the Notice "Installation of Sprinkler-Compatible Materials and Fabrics" for further information on materials approved for stand coverings and the suppliers of such materials.

##### 4.4.3. Glass and acrylic sheet

Only safety glass suited to the relevant purpose may be used. In the case of structures made of glass, only laminated safety glass may be used. Ask Messe München GmbH's Technical Exhibition Services Division to send you our Notice on Stand Construction in Exhibition Halls using Glass and Acrylic Sheet or use our download service via the Messe München GmbH homepage.

Edges of glass panes must be machined or protected in order to preclude any risk of injury. Components made of entirely of glass must be marked appropriately at eye level.

#### 4.4.4. Regularly occupied spaces/Partitioned "trapped" rooms

Any partitioned rooms on stands in the halls must offer users an unobstructed line of sight in the direction of escape towards the nearest emergency escape/rescue route. Such occupied spaces as may be accessed or left via a partitioned room only ("trapped" rooms) are not permitted on stands located in halls. All measures that compromise a clear line of sight in the direction of escape of the nearest emergency escape/rescue route or its accessibility are prohibited. Messe München GmbH reserves the right to impose any safety- or fire protection-related demands that may become additionally necessary until such time as stands undergo official acceptance.

If there are stand structures in the outdoor exhibition area with partitioned spaces without a direct line of sight in the direction of escape to the nearest emergency escape/rescue route or which may be accessed or left via another partitioned area only ("trapped" rooms), each of these rooms requires an emergency escape hatch (window clearance of at least 60 cm by 100 cm, maximum height from floor 110 cm, without protective grid and easy to open by hand from the inside) leading directly out to the open air. If the regularly occupied spaces without any clear line of sight in the direction of escape to the nearest emergency escape/rescue route or the "trapped" rooms are not at ground floor level, each of these spaces requires a stairway leading out to the open air instead of an emergency escape hatch. "Trapped" rooms may not be used as regularly occupied spaces.

Alternatively, "trapped" rooms may be separated from other stand areas only by glazing to preserve the visual perception of a single room.

#### 4.5. Exits, escape routes, doors

##### 4.5.1. Exits, escape routes

Stands with a floor area exceeding 100 m<sup>2</sup>, an escape route longer than 10 m or a stand designed such that the exit/escape route are not visible from all points on the stand, the following minimum requirements apply:

the stands must have at least two separate exits/escape routes to be located as far apart from each other as possible.

Stands with a floor area of up to 100 m<sup>2</sup> require one exit with a clearance width of at least 0.90 m. Stands with a floor area of more than 100 m<sup>2</sup> require two exits, each with a clearance width of at least 0.90 m. Stands with a floor area of more than 200 m<sup>2</sup> require two exits, each with a clearance width of at least 1.20 m. For stands with a floor area of more than 400 m<sup>2</sup>, Messe München GmbH's Technical Exhibitor Service stipulates the number of exits and their respective clearance width in compliance with the statutory and regulatory requirements valid at the given time.

Any partitioned rooms on stands in the halls must offer users an unobstructed line of sight in the direction of escape towards the nearest emergency escape/rescue route. Such occupied spaces as may be accessed or left via a partitioned room only ("trapped" rooms) are not permitted on stands located in halls. All measures that compromise a clear line of sight in the direction of escape of the nearest emergency escape/rescue route or its accessibility are prohibited. Messe München GmbH reserves the right to impose any safety- or fire protection-related demands that may become additionally necessary until such time as stands undergo official acceptance. (see Item 4.4.4.).

If within a given stand the maximum length of an escape route to a hall aisle exceeds 10 m, the stand must be equipped with a second exit and/or an aisle at least 2 m wide leading to a hall aisle. Escape routes should be marked as such in accordance with ISO 7010, BGV A8 or ASR A1.3.

##### 4.5.2. Doors

The use on emergency escape/rescue routes of swing doors, revolving doors, security coded doors, sliding doors, lift doors or any other device that could act as an access barrier is prohibited.

#### 4.6. Platforms, ladders, stairs, bridges

All general walkways immediately adjacent to areas that are more than 0.20 m lower must be protected by a balustrade of at least 1 m in height and equipped with at least top, middle and lower cross-braces. Static load verification is to be provided for platforms with a height of 0.50 m and more. The platform floor must be designed to comply with DIN EN 1991-1-1 (2010) in conjunction with DIN EN 1991-1-1/NA (2010) Table 6.1DE Category C1 or C3 depending on the specific use made of it. This equates to a working load of  $q_k = 3 \text{ kN/m}^2$  for cafés and reception areas; for areas where a large number of persons gather, 5 kN/m<sup>2</sup> applies.

The maximum permitted height for single-step, open-access platforms is 0.20 m.

Ladders, stairways and bridges must comply with the relevant accident prevention regulations.

#### 4.7. Stand design

##### 4.7.1. Appearance

The design and equipping of a stand as well as any necessary construction work are the responsibility of the given exhibitor. In this connection, he must however take into account the character and appearance of the fair and/or exhibition concerned. To this end, Messe München GmbH is entitled to demand changes to be made to the stand design. Moreover, Messe München GmbH reserves the right to prescribe the framework structure required for a given event in its Special Terms of Participation (B), if applicable for the event. Products manufactured by way of the exploitative employment of child labor as defined under the provisions set out in ILO Convention 182 may not be used for the construction or equipping of the stand.

Stand walls bordering on visitor aisles must include glass panels, alcoves, displays, etc. to give them a more appealing look.

The exhibitor's name and location must be indicated on the stand in a clearly visible manner. The stand walls facing neighboring stands should be kept neutral, white, clean and free of installation and materials above a height of 2.50 m.

##### 4.7.2. Checking stand size

The stand area is measured out on the hall floor by Messe München GmbH and marked at the corners. After stand space has been allocated, each exhibitor is obliged to check the location and size of any installations, in particular fire alarms, utility ducts, ventilation systems, etc. and, where necessary, instruct the stand-builder accordingly.

The boundaries of the stand area must be observed (see also Item 4.7.4. Hall floors).

##### 4.7.3. Structural modifications to halls

Hall components and technical facilities may not be damaged, soiled or in any way changed (e.g. by drilling of holes, use of nails or screws, etc.). Nor may paint, wall paper or adhesives be applied to them. The hall components and technical facilities may not be subjected to any strain from stand constructions or exhibits for which they are not intended. Hall columns/supports within the stand area may, however, be integrated into the stand design providing they are not damaged and the maximum stand height is not exceeded.

Joints on hall walls, ceilings and floors may under no circumstances be damaged by caulking or foundation work or the like. No bolts or anchorages for stand structures may be fitted.

Securing exhibits via floor anchorages is only possible in exceptional, justified cases and only with the prior, written consent of Messe München GmbH's Technical Exhibitor Service. To this end, the floor anchorages required should be registered in writing with Messe München GmbH's Technical Exhibitor Service two weeks prior to the commencement of the stand setup period at the latest. To-scale plans with details of location, anchorage type, drill hole diameters and number of anchorages should be attached to the application. The number of anchorages should be kept to an absolute minimum. The exhibitor has no entitlement to the fitting and use of floor anchorages. Messe München GmbH reserves the right to prescribe the materials to be used for anchorages. In cases where

non-approved materials are used and/or floor anchorages are fitted without Messe München GmbH's consent, flat-rate repair charges of EUR 90 per drill hole plus VAT will be raised. Kindly contact Messe München GmbH's Technical Exhibitor Service for further information.

#### 4.7.4. Hall floors

Carpets and other floor coverings must be laid with due regard to safety and may not protrude beyond the stand area.

Only adhesive tape that leaves no traces when removed may be used to fix such coverings. No other adhesive materials or paint may be used on the hall floors.

Any materials used must be removed without leaving any traces. Substances such as oil, grease, paint and the like must be removed from the floor immediately.

There are utility ducts running across the width of the halls at intervals of approx. 5 m (C halls approx. 4.50 m, B0 approx. 4.85 m). Hall C1 is equipped with two utility ducts running the length of the hall in addition to those running across its width.

Usage of the utility ducts is reserved exclusively for Messe München GmbH's relevant service partners.

#### 4.7.5. Suspending items from the hall ceiling

Items may only be suspended using the technical facilities intended for this purpose and in accordance with the provisions set out in the German Statutory Accident Insurance, DGUV Regulation 17.

##### 4.7.5.1. Provision of fixing points

The provision of supporting structures and fixing points for suspending items from the hall ceiling is the exclusive responsibility of Messe München GmbH. Any changes to supporting structures may only be carried out by Messe München GmbH. To this end, Messe München GmbH will appoint specialist subcontractors to do the work required.

To the extent structurally feasible, the exhibitor will be provided with a fixing point at the desired position above the stand area. Plans should be attached to the order, clearly showing the desired positioning of the fixing points and height details. Items to be suspended may only be located above and within the stand confines. Construction and advertising hoarding heights are to be taken into account. Messe München GmbH will review the feasibility of the desired fixing points on the basis of the documents submitted.

Each suspension point of the hall ceiling structure can withstand a maximum perpendicular load of 100 kg. The maximum area load is 5 kg/m<sup>2</sup> (halls C5/C6: 20 kg/m<sup>2</sup>) of stand area. For each suspension point, the load must be individually specified and supporting documents provided on request. Suspension points for heavier loads only on request. In justified cases, Messe München GmbH reserves the right to perform load monitoring at suspension points used, which will be invoiced to the customer/exhibitor.

##### 4.7.5.2. Attaching items to the fixing points

Items to be suspended from the fixing points ordered (lighting supports, spotlights, etc.) may only be fitted by the given exhibitor's own specialists or by specialist companies authorized to do so in compliance with relevant German and/or EU regulations and accepted technical practice.

With regard to the attachment of objects to be suspended, the relevant safety provisions are to be observed. These also and especially include the provisions of the German Statutory Accident Insurance, DGUV Regulation 1 (Principles of Prevention), DGUV Regulation 17, DGUV Regulation 54, DGUV Notice 215-313 and, if applicable, the VStättV directive governing places of assembly. Cable connections for loadbearing purposes must comply with DIN 56-921-11; cable clamps may not be used.

Further information on approved fastening materials can be found in the ordering media for exhibitor services (see "Notice on Hall Ceiling Suspensions") or use our download service via the Messe München GmbH homepage.

For safety reasons, the following rules also require compliance. The following are prohibited:

- Suspending of stand components or exhibits
  - Securing of stand components or exhibits (stand components and/or exhibits must stand securely in their own right)
  - Suspending of items with a rigid and/or frictional connection to the hall floor.
- Exceptions to these rulings require Messe München GmbH's prior written authorization. The fitting and securing of items to be suspended as well as the provision and fixing of complete lighting systems, etc. can also be ordered from Messe München GmbH.

#### 4.7.6. Stand perimeter walls

Partition walls can be ordered via the ordering media for exhibitor services.

The partition walls and supports may be neither modified nor processed by exhibitors. The exhibitor is liable for any damage to persons or property arising from non-compliance with this ruling.

#### 4.7.7. Advertising materials/Presentations

Stand and exhibit inscriptions, logos and trademarks may not exceed the specified height. In the case of advertising materials pointing towards a directly adjacent neighboring stand, a distance of 2 m should be kept free to the perimeter of the stand concerned.

All types of performances and presentations as well as all forms of visual, moving or acoustic advertising require Messe München GmbH's prior written approval. They may not disturb any other event participants, cause crowding that blocks the aisles nor drown out the public address system in the halls. The noise level at the stand perimeter may not exceed 70 dB(A).

Despite having given its prior approval, Messe München GmbH is entitled to restrict or prohibit such performances as cause noise, visual disturbance, dirt, dust, vibrations or other emissions or, for other reasons, constitute a significant disturbance to the event or its participants.

Flashing, rotating or fast-moving advertising materials are prohibited, as is moving advertising on the stand perimeter.

In the absence of any provisions to the contrary in the General Terms of Participation A "Advertising," the distribution of printed matter and the use of advertising materials is permitted within the confines of the exhibitor's own stand only.

Messe München GmbH reserves the right, however, to enforce further restrictions in specific cases. Messe München GmbH is entitled to access stands to check that the above regulations are being observed.

Messe München GmbH is also entitled at the risk and expense of the given exhibitor to remove, cover over or otherwise prevent advertising violating the above regulations.

If a fair, exhibition or other event is not organized by Messe München GmbH but by another organizer, the organizer concerned is entitled to exercise Messe München GmbH's rights described above.

#### 4.7.8. Barrier-free design

When designing stands, attention should be given to ensuring that they are barrier-free. Stands and the facilities on them should also be capable of being accessed and used by persons with reduced mobility on their own.

#### 4.8. Outdoor exhibition area

Messe München GmbH's outdoor exhibition area comprises asphalted roads and compacted graveled areas. In the dark, the outdoor exhibition area has general road and path lighting during event-related opening hours. Necessary utility connections are located at irregular intervals. The general provisions set out in the technical guidelines for stand construction apply by analogy also to stands in the outdoor exhibition area. Further supplementary information can be obtained from the Outdoor Exhibition Area notice.

#### Person responsible

Upon submission of the application—but by no later than the start of stand setup—a **person responsible** for technical matters is to be appointed with details of name and mobile phone number, who can be reached throughout the entire setup, dismantling and event periods, and can immediately initiate and implement the necessary measures in the case of storm warnings or disruptions through to the cessation of operations.

#### Checking stand size

The stand area is measured out on the ground of the outdoor exhibition area by Messe München GmbH and marked at the corners.

After stand space has been allocated, each exhibitor is obliged to check the location and size of any installations, in particular supply lines, foundations, tracks, distribution boxes, etc. and, where necessary, instruct the stand-builder accordingly.

The boundaries of the stand area must be observed. The exhibitor must ensure that no items located in the area of the stand protrude beyond its confines. Exceptions to this ruling can be approved for revolving tower cranes by Messe München GmbH's Technical Exhibitor Service for safety reasons; it can make its exceptional approval dependent on all the exhibitors affected agreeing to the given revolving tower crane protruding on to their stands. In the event of an exhibitor refusing to agree to this, his refusal has no effect if safety concerns require the given revolving tower crane to protrude on to his stand.

#### 4.8.1. Stand construction approval/Stand structures requiring approval

All stand structures and special constructions in the outdoor exhibition area must generally be registered and—depending on their nature and scope—may also be subject to mandatory verification and approval. The nature and scope of stand structures subject to mandatory registration and approval is set out in the Notice Outdoor Exhibition Area. A verified/verifiable stand safety certificate must be submitted in all cases for this purpose.

The stand structures in the outdoor exhibition area subject to mandatory registration and/or approval include all temporary installations that are classed as regular temporary structures in accordance with art. 72 BayBO (Bavarian Building Directive) with a valid model approval certificate or such as are comparable by way of their type and mode of construction as well as all other accessible and/or covered, room-forming or freestanding structural stand installations.

#### 4.8.2. Ground anchorages

For anchorages of tents, guy-ropes and flagpoles as well as for other earthworks in the outdoor exhibition area, detailed site plans have to be submitted to the Technical Exhibitor Service for written approval. No earthwork in the exhibition center grounds may be performed without written approval. Messe München's Technical Exhibitor Service is to be notified prior to the commencement of earthwork in the exhibition center grounds.

#### 4.8.3. Weather-related loads

##### 4.8.3.1. Wind loads

All stand structures in the outdoor exhibition area must be designed to withstand any wind loads occurring, pursuant to DIN EN 1991-1-4 and taking account of the site-related wind zone.

##### 4.8.3.2. Wind loads for temporary structures

If the structure concerned can be classed as a temporary structure in accordance with art. 72 BayBO (Bavarian Building Directive), the wind loads pursuant to DIN EN 13814, 5.3.3.4. (for event installations) or DIN EN 13782, 6.4.2.2. (for tents) can be applied.

Should an operational load case pursuant to DIN EN 13814, 5.3.3.4. be asserted, the discontinuation of operations required as of wind speeds of  $v_{10} = 15$  m/s (including in single gusts) must be organizationally ensured by the exhibitor/stand operator.

##### 4.8.3.3. Snow loads

For stand construction activities during the snow-free period (May 1–September 30), snow loads need not to be taken into account. For stand construction activities during the winter period (October 1–April 30), regular snow loads in accordance with DIN EN 1991-1-3/NA are to be verifiably taken into account for all supporting roof structures, giving due consideration to the site-related snow load zone.

#### 4.8.4. Severe weather warnings

The stand operator (exhibitor) is required to observe weather forecasts and to take the necessary precautionary measures in case of severe weather warnings, up to stand dismantling or cessation of operations. In addition, the trade fair organizer will issue a general severe weather warning to all exhibitors. For any mobile equipment (such as small exhibits, furniture, parasols, small advertising displays, etc.), the exhibitor / stand operator must ensure that, in the event of severe weather warnings, these may be dismantled and adequately secured at short notice at all times.

#### 4.8.5 Exists/Escapes routes

The length of rescue routes from any point within a closed stand structure to its exit into the open air may not exceed 30 m (walking line).

#### 4.8.6 Other regulations applicable in the outdoor exhibition area

Exhibitors whose stands border on the edge of the trade fair center grounds are not allowed to use the fencing for their own purposes. Use of the outside of the fencing for advertising purposes is prohibited. This also applies during the stand setup and dismantling periods.

Stand components, signs and flags must be fitted in such a way as to avoid unreasonably disturbing others, particularly other exhibitors and visitors. Misleading company signs must be removed if the exhibition management considers this necessary.

Exhibits higher than 10 m must be registered for approval with Messe München GmbH's Technical Exhibitor Service via the appropriate form in the ordering media for exhibitor services 12 weeks prior to the commencement of the trade fair at the latest.

Revolving tower cranes, etc. must be appropriately secured in line with the relevant regulations. Suspending advertising hoardings or other loads (apart from flags) from cranes is prohibited for reasons of safety.

The use of liquid gas for heating purposes is prohibited. Suitable oil-fired heating can be used if approved by Munich Municipal Fire Department.

In other respects, the general regulations and those applying to the hall area are also valid for the outdoor exhibition area insofar as they can be meaningfully applied to them.

#### 4.9. Two-story stand construction

##### 4.9.1. Application for planning permission

Two-story exhibition stands can only be built in Halls A1–A6, B1–B6 and C1–C6 providing prior approval has been granted by Munich Municipal Fire Department, Messe München GmbH's exhibition management responsible for the given project and the Technical Exhibitor Service. Approval is also dependent on the required position in the hall and the floor space needed. An essential factor in the approval process is what effect the given two-story stand will have on the design and transparency of the hall as well as on neighboring stands.

Hall B0 (ICM – International Congress Center Messe München) cannot accommodate two-story structures.

#### 4.9.2. Conditions applying to covered stand areas, height of internal stand areas, minimum distances

The clearance height in internal areas of two-story stands must be at least 2.40 m on both the lower and upper floors.

A sprinkler system needs to be installed in accordance with VDS regulations if the covered stand area exceeds 30 m<sup>2</sup>, with one sprinkler unit to be installed for every 12 m<sup>2</sup> of covered space or part thereof. All rooms erected within this area are to be included in the protection provided by the sprinkler system. The minimum distance for stairways, open cabins, terraces/catering areas to the edge of aisles and to the perimeter of a neighboring stand is 3 m. If it is impossible to maintain the minimum distance to the neighboring stand, some form of screening of at least 2 m in height is to be erected in the area concerned for privacy purposes.

#### 4.9.3. Working loads/Load assumptions

The floor of the upper story of a two-story stand within an exhibition hall must be designed to withstand working loads in compliance with DIN EN 1991-1-1 (2010) in conjunction with DIN EN 1991-1-1/NA (2010) Table 6.10E: If the story is used for meetings and customer service purposes, i. e. it is furnished with tables and chairs in a free arrangement or in the form of meeting cabins, it must withstand a working load of 3 kN/m<sup>2</sup> (Category C1). For unlimited use as an exhibition or sales area, as an assembly room with or without rows of chairs, the floor of the upper story must be able to withstand a working load of 5 kN/m<sup>2</sup> (Category C3). A horizontal load of  $H = P/20$  ( $P$  = working load) is to be assumed if sufficient longitudinal/lateral stability is to be achieved. The respective use must be marked clearly in the plans submitted for approval purposes.

Stairways must always be able to withstand working loads of 5 kN/m<sup>2</sup>. Balustrades and banisters must be designed to withstand loads of 1 kN/m at handrail height. Proof must be provided that the pressure applied by the supports does not exceed the maximum permissible pressure the hall floor can withstand (see Item 3.1. Hall data).

#### 4.9.4. Escape routes/Stairways

On two-story stands with an area covered by the upper story of up to 100 m<sup>2</sup>, only one stairway is required. The stairway must emerge beyond the covered area of the stand. The length of any escape route from the upper floor to a main hall aisle on the ground floor may not exceed 25 m.

Stands with a floor area of up to 100 m<sup>2</sup> require one exit with a clearance width of at least 0.90 m. Stands with a floor area of more than 100 m<sup>2</sup> require two exits, each with a clearance width of at least 0.90 m. Stands with a floor area of more than 200 m<sup>2</sup> require two exits, each with a clearance width of at least 1.20 m. For stands with a floor area of more than 400 m<sup>2</sup>, Messe München GmbH's Technical Exhibitor Service stipulates the number of exits and their respective clearance width in compliance with the statutory and regulatory requirements valid at the given time.

Winding or spiral stairways are not permissible on emergency escape/rescue routes. The height of the riser may not exceed 0.19 m and the tread depth no less than 0.26 m.

The width of the escape/rescue routes (exits, stairways, aisles) is to be based on the maximum number of persons needing to use the escape/rescue routes in an emergency and sized accordingly. Stairways require a minimum clear width of 1 m.

On stands with an upper story area in excess of 100 m<sup>2</sup>, at least two stairways are required, to be located at opposite ends of the stand. Half of these stairways must emerge beyond the covered area of the stand.

In the case of multi-story stand structures in the outdoor exhibition area, each main unit used on each story must be equipped with two separate escape routes. An exit out into the open air may be no further than 30 m from any point on the stand.

Each story must be equipped with at least one exit leading out into the open air designed such that it can be used without risk as an escape route (with its own stairway or outside staircase).

All stairways should be designed to comply with DIN 18065. No items may be stored or shelving installed in areas on or under stairways without risers.

Handrails must offer a secure grip and be of a continuous nature. Two handrails are to be fitted on stairways that are wider than 1 m.

#### 4.9.5. Building materials

On two-story exhibition stands, load-bearing components, ground floor ceilings and upper story floors must be made of at least flame-retardant (according to DIN 4102 or EN DIN 13501-1) building materials.

Floor coverings and wall panelling and ceilings can be made of such building materials as are allowed and normally used for stand-building purposes. Anchoring materials to the floors in the halls is not permitted.

General statutory building regulations require compliance. We also reserve the right to impose further requirements in respect of safety and fire protection until such time as acceptance of the given stand has been granted.

#### 4.9.6. Upper story

Any partitioned rooms on stands in the halls used by staff must offer users an unobstructed line of sight in the direction of escape towards the nearest emergency escape/rescue route. Such rooms used by staff as may be accessed or left via a partitioned room only ("trapped" rooms) are not permitted on stands located in halls. All measures that compromise a clear line of sight in the direction of escape of the nearest emergency escape/rescue route or its accessibility are prohibited. Messe München GmbH reserves the right to impose any safety- or fire protection-related demands that may become additionally necessary until such time as stands undergo official acceptance (see Item 4.4.4.).

The bottom of any balustrades must be fitted with skirting of at least 0.05 m in height as well as knee-high skirting, grid or solid panelling or similar to prevent persons from falling. To prevent objects (e. g. glasses) from being placed on balustrades where they can easily fall off, the handrails or the tops of the balustrades must be appropriately shaped e. g. circular or semi-circular. Balustrades should be designed and constructed in compliance with Items 4.6. and 4.9.3.

Kindly contact Messe München GmbH's Technical Exhibitor Service for details concerning ceilings to be located above areas on the upper floor of your stand.

#### 4.10. Non-compliance/Violation and liability

Stand structures that have not been approved or do not comply with the Technical Guidelines or relevant statutory regulations must be altered or removed as appropriate. Non-compliance with deadlines in respect of the work to be executed entitles Messe München GmbH to carry out the alterations itself and/or have them carried out by third parties at the expense and risk of the exhibitor. Insofar as the exhibitor or stand-builder as appointed fails to comply with the stand construction regulations set out above, the exhibitor is liable for all damage resulting from violation of the stand construction regulations. Moreover, the exhibitor and/or the commissioned stand-builder herewith indemnify the trade fair company against all third-party claims asserted against the trade fair company due to violation of the aforementioned stand construction regulations.

#### 5. Operational safety, technical safety regulations, other technical requirements and supply systems

##### 5.1. General regulations

The exhibitor is responsible for the operational safety and compliance with occupational safety and health standards and accident prevention regulations at his stand. Stand construction and dismantling work may only be carried out in accordance with the relevant statutory labor and industrial regulations valid at the given time.

### 5.1.1. Damage

Any damage caused by exhibitors or their agents within the trade fair center, its buildings or facilities will be remedied by Messe München GmbH at the expense of the exhibitor concerned at the end of the given event.

### 5.1.2. Coordination of work at the trade fair center

In the event that work has to be carried out simultaneously by employees from different companies on the exhibition stand / in the event area (notably in the stand setup and dismantling phases), such work has to be coordinated by the stand construction manager pursuant to the Work Safety Act – ArbSchG and the DGVU Regulation 1 (German Statutory Accident Insurance) in the case of any potential mutual risk. This also applies notably to work by the trade fair company's service providers on the exhibition stand. Furthermore, measures necessary for improving the safety and health protection of employees at their place of work pursuant to European Guideline EG-RL 89/391/EWG valid at the given time are to be noted and implemented in respect of the work at the exhibition center.

### 5.2. Use of machinery

The use of bolt, nail and stud guns may be examined and permitted on a case-by-case basis.

The use of woodworking machines without chip exhausters is not permitted.

The right to use cranes and forklift trucks is reserved for Messe München GmbH's authorized forwarding agents.

Only such work platforms as are supplied by Messe München GmbH's authorized service partners may be used. The work platforms rented from such companies may only be operated by persons over 18 years of age qualified to do so. The qualification for this must comply at the very least with that set out in German Employers' Liability Insurance Association Principle DGVU-G 308/008. In special cases, the approval of Messe München GmbH's Technical Exhibitor Service must be sought.

### 5.3. Electrical installation

#### 5.3.1. Connections

Electrical installations from the utility ducts to the stands may only be fitted by Messe München GmbH and/or contractors appointed by it. The electrical installations to be exclusively fitted by Messe München GmbH and/or contractors appointed by it include the main electrical connection and cabling, master fuse and, if applicable, the master switch / electricity meter. Messe München GmbH's Technical Exhibitor Service reserves the right to restrict the electrical connection to one basic connection per stand for reasons of safety. The use of generators on the stands is prohibited unless prior written approval has been obtained from Messe München GmbH's Technical Exhibitor Service. Exhibitors are expressly forbidden to obtain electricity from neighboring stands. Furthermore, exhibitors are not entitled to supply any third parties at the trade fair center apart from his co-exhibitors with electricity. This applies particularly to neighboring stands. Furthermore, exhibitors are not entitled to supply any third parties at the trade fair center apart from his co-exhibitors with such electricity as is supplied to him by Messe München GmbH. This applies particularly to neighboring stands.

A ground plan indicating the required position of the connections should be attached to the ordering media.

The exhibitor is responsible for ensuring that the electrical installation is able to provide all items on the stand requiring electricity with sufficient power such that they can operate simultaneously. Should this not be the case, Messe München GmbH is entitled to upgrade the electrical installation at the expense of the exhibitor at the prices stated in the ordering media for exhibitor services without being asked to do so by same, such that the above requirement is met.

Power supply lines will be laid in utility ducts wherever possible, but may have to be run above ground if the location of the connection point makes this necessary. Messe München GmbH is entitled to run power lines and connections serving neighboring stands across the exhibitor's stand unless Messe München GmbH can provide the electrical connection to the neighboring stands at the same or lower cost without laying supply lines and connections across the exhibitor's stand.

Should the exhibitor wish power lines to be laid across public aisles or third-party stands, Messe München GmbH's prior approval must be sought. Any power lines laid in this respect must give due consideration to the safety of the public and exhibitors alike and are payable by the exhibitor concerned. To the extent that power consumption is not payable on a flat-rate basis, it will be determined via the meter fitted and invoiced at the per-kWh prices shown in the ordering media for exhibitor services. For safety reasons, Messe München GmbH reserves the right to switch off the exhibitor's power supply after the event has finished.

#### 5.3.2. Stand installation

Electrical installation work within the confines of the stand can be carried out by the exhibitor's own electrical fitters or approved electrical contractors in accordance with VDE (German Association of Electrical Engineering, Electronics and Information Technology) regulations, VDS regulations and accepted technical practice.

Electrical installation work within the confines of the stand can also be carried out by Messe München GmbH and/or contractors appointed by it providing an appropriate order is submitted.

Any connections, machines or equipment that have not been authorized, do not comply with the relevant regulations or use more power than indicated in the application are prohibited. They can be removed from the stand and put in storage by Messe München GmbH at the expense and risk of the exhibitor.

#### 5.3.3. Installation and operating regulations

All electrical installations must be fitted in compliance with the latest safety regulations issued by the German Association of Electrical Engineers (VDE), whereby special attention should be given to VDE 0100-718, 0128 and IEC Norm 60364-7-711.

The ratio of high or low-frequency interference transmitted to the mains may not exceed the levels specified in VDE 0160, VDE 0838 (EN 50 006) and EN 61 000-2-4.

Conductive components must be included in the precautions intended to prevent indirect contact (stand earthing).

The regulations set out in the Notice "Electrical Engineering" require compliance.

All exhibition stand electrical installations will be inspected by an expert for compliance with the regulations effective at the given time for the Munich Exhibition Center. The inspection will be organized by Messe München GmbH.

#### 5.3.4. Safety precautions

As a special safety precaution, all heat-emitting electrical equipment (hot-plates, spotlights, transformers, etc.) must be installed on a non-flammable, asbestos-free base and monitored adequately during operation.

Depending on the amount of heat generated and/or emitted, adequate distance must be maintained between the equipment concerned and any flammable materials in the vicinity.

Lamps may not be attached to flammable decorations or the like.

#### 5.3.5. Safety lighting

Stands whose specific design or structure render the existing general safety lighting ineffective must be equipped with their own, additional safety lighting. It is to be installed according to currently accepted technical standards. It must be mounted such that safe orientation and access to the general escape routes is guaranteed.

### 5.4. Installation of water/wastewater facilities/water attractions

All installations on stands must comply with the relevant drinking water regulations valid at the given time such that any reduction in the quality of drinking water due to the installation and operation of a water/wastewater connection is ruled out.

Prior to being fed into the hall supply system, the water is channelled via a water treatment plant (chlorine dioxide). The process is in compliance with the relevant drinking water regulations.

#### 5.4.1. Connections

Water/wastewater facilities from the utility ducts to the stands may only be installed by Messe München GmbH and/or a contractor appointed by it. The water/wastewater installations encompass the main water connection (supply and drainage) with supply and drain pipes as well as a water meter if applicable. The exhibitor is not allowed to obtain water for his stand from such persons as have not been authorized to supply water by Messe München GmbH. Exhibitors are expressly forbidden to obtain water from neighboring stands. Furthermore, exhibitors are not entitled to supply any third parties at the trade fair center apart from his co-exhibitors with such water as is supplied to him by Messe München GmbH. This applies particularly to neighboring stands.

Connection plans indicating the required position of the connections should be attached to the ordering media.

The exhibitor is responsible for ensuring that the water/wastewater installation is able to cater for all items on the stand requiring water/wastewater facilities such that they can all operate simultaneously. Should Messe München GmbH determine that the water/wastewater installation ordered by the exhibitor cannot guarantee the simultaneous operation of all items requiring such facilities, Messe München GmbH is entitled to upgrade the water/wastewater installation at the expense of the exhibitor at the prices stated in the ordering media for exhibitor services without being asked to do so by same.

Water/wastewater piping in the halls will be laid in utility ducts wherever possible, but may under certain circumstances have to be run above ground if the location of the connection point makes this necessary. In the outdoor exhibition area, water/wastewater facilities can generally be installed; the piping can be laid either along the ground or underneath it.

In exceptional circumstances, the required location may be so unfavourable that the connection ordered cannot be installed or that, in doing so, additional costs may be incurred.

Messe München GmbH is entitled to run water/wastewater pipes and connections serving neighboring stands across the exhibitor's stand unless Messe München GmbH can provide the water/wastewater connection to the neighboring stands at the same or lower cost without laying pipes and connections across the exhibitor's stand.

Should the exhibitor wish piping to be laid across public aisles or third-party stands, Messe München GmbH's prior approval must be sought. Any piping laid in this respect must give due consideration to the safety of the public and exhibitors alike and is payable by the exhibitor concerned.

To the extent that water consumption is not payable on a flat-rate basis, it will be determined via the meter fitted and invoiced at the per-m<sup>3</sup> prices shown in the ordering media for exhibitor services. Wastewater polluted with chemicals may not be fed into the sewage system (see also Item 6.2.1.).

For safety reasons, Messe München GmbH reserves the right to cut off the exhibitors' water supply after the event has finished.

#### 5.4.2. Stand installation

Plumbing facilities (water/wastewater facilities) within the confines of the stand can be installed by the exhibitor's own plumbers or approved plumbing contractors in accordance with relevant German/EU requirements and accepted technical practice.

Plumbing work within the confines of the stand can also be carried out by Messe München GmbH and/or contractors appointed by it providing an appropriate order is submitted.

To the extent that plumbing work including connecting up equipment requiring water (devices with water supply and wastewater drainage facilities, e.g. sinks) is not to be carried out by Messe München GmbH and/or contractors appointed by it, the exhibitor has to notify Messe München GmbH in good time prior to the commencement of the work concerned, but 14 days prior to the start of the stand setup period at the latest, as to which plumbing contractors and/or plumbers will be carrying out the plumbing work. If Messe München GmbH is not supplied with this information by the set time, Messe München GmbH will connect up the equipment requiring water/wastewater facilities and charge the exhibitor with the costs incurred at the prices stated in the ordering media for exhibitor services.

Any connections, machines or equipment that have not been authorized, do not comply with the relevant regulations or use more water than indicated in the application are prohibited. They can be removed from the stand and put in storage by Messe München GmbH at the expense and risk of the exhibitor. For safety reasons, dishwashers without a fitted drainage pump are not to be connected to the water mains if the drainage gradient is insufficient.

The connection of refrigerators/freezers with open refrigeration cycles should be registered with Messe München GmbH's Technical Exhibitor Service. The water consumed will be measured via meters and charged at the rates stipulated in the ordering media for exhibitor services. Messe München GmbH reserves the right to prohibit the use of refrigerators/freezers with open refrigeration cycles. In cases where water is used on the stand, e.g. for ponds and fountains or for water wall, air humidifier and other spray systems, perfectly hygienic conditions must be guaranteed at all times. Verification of compliance is to be presented at the request of the exhibition company.

### 5.5. Installation of compressed-air facilities

#### 5.5.1. Connections

The provision of exhibition stands with compressed air is possible in both the halls and the outdoor exhibition area. It generally occurs via a connection to a compressor station. Messe München GmbH reserves the right to install a compressor for the supply of compressed air on the stand in cases where, for instance, little compressed air is required. The use of a compressor to be supplied by the exhibitor himself has to be notified to Messe München GmbH's Technical Exhibitor Service four weeks prior to commencement of the stand construction period of the given event at the latest. The exhibitor is not allowed to obtain compressed air for his stand from such persons as have not been authorized to supply compressed air by Messe München GmbH. Exhibitors are expressly forbidden to obtain compressed air from neighboring stands. Furthermore, exhibitors are not entitled to supply any third parties at the trade fair center apart from his co-exhibitors with such compressed air as is supplied to him by Messe München GmbH. This applies particularly to neighboring stands.

Compressed-air facilities from Messe München GmbH's own mains to the individual stands may only be installed by Messe München GmbH and/or a contractor appointed by it. The compressed-air installations encompass the main compressed-air connection together with associated compressed-air supply lines.

The exhibitor is responsible for ensuring that the compressed-air installation is able to provide all items on the stand requiring compressed air with sufficient compressed air such that they can all operate simultaneously. Should Messe München GmbH determine that the compressed-air installation ordered by the exhibitor cannot guarantee the simultaneous operation of all items requiring compressed air, Messe München GmbH is entitled to upgrade the compressed-air installation at the expense of the exhibitor at the prices stated in the ordering media for exhibitor services without being asked to do so by same.

Compressed-air supply lines will be laid in utility ducts wherever possible, but may under certain circumstances have to be run above ground if the location of the connection point makes this necessary. Messe München GmbH is entitled to run compressed-air supply lines and connections serving neigh-

boring stands across the exhibitor's stand unless Messe München GmbH can provide the compressed-air connection to the neighboring stands at the same or lower cost without laying supply lines and connections across the exhibitor's stand.

Should the exhibitor wish compressed-air supply lines to be laid across public aisles or third-party stands, Messe München GmbH's prior approval must be sought. Any compressed-air supply lines laid in this respect must give due consideration to the safety of the public and exhibitors alike and are payable by the exhibitor concerned.

A ground plan indicating the required position of the connections should be attached to the ordering media.

For safety reasons, Messe München GmbH reserves the right to cut off the exhibitors' compressed-air supply after the event has finished.

#### **5.5.2. Stand installation**

Compressed-air installation work within the confines of the stand can be carried out by the exhibitor's own fitters or approved contractors in accordance with German/EU requirements and accepted technical practice.

Compressed-air installation work within the confines of the stand can also be carried out by Messe München GmbH and/or contractors appointed by it providing an appropriate order is submitted.

To the extent that compressed-air installation work including connecting up equipment requiring compressed air (appliances with compressed air connections) is not to be carried out by Messe München GmbH and/or contractors appointed by it, the exhibitor has to notify Messe München GmbH in good time prior to the commencement of the work concerned, but 14 days prior to the commencement of the stand setup period at the latest, as to which contractors and/or fitters will be carrying out the compressed-air installation work. If Messe München GmbH is not supplied with this information by the set time, Messe München GmbH will connect up the equipment requiring compressed air and charge the exhibitor with the costs incurred based on the rates applying to the given event.

Any connections, machines or equipment that have not been authorized, do not comply with the relevant regulations or use more compressed air than indicated in the application are prohibited. They can be removed from the stand and put in storage by Messe München GmbH at the expense and risk of the exhibitor.

#### **5.6. Gas installation**

##### **5.6.1. Connections**

Gas supply facilities from the utility ducts to the stands may only be installed by Messe München GmbH and/or a contractor appointed by it. The gas installations encompass the main gas connection with supply lines and stopcock as well as a gas meter if applicable. The exhibitor is not allowed to obtain gas for his stand from such persons as have not been authorized to supply gas by Messe München GmbH. Exhibitors are expressly forbidden to obtain gas from neighboring stands. Furthermore, exhibitors are not entitled to supply any third parties at the trade fair center apart from his co-exhibitors with such gas as is supplied to him by Messe München GmbH. This applies particularly to neighboring stands.

Connection plans indicating the required position of the connections should be attached to the ordering media.

The exhibitor is responsible for ensuring that the gas installation is able to provide all items on the stand requiring gas with sufficient gas such that they can all operate simultaneously. Should Messe München GmbH determine that the gas installation ordered by the exhibitor cannot guarantee the simultaneous operation of all items requiring such facilities, Messe München GmbH is entitled to upgrade the gas installation at the expense of the exhibitor at the prices stated in the ordering media for exhibitor services without being asked to do so by same.

Gas supply lines in the halls will be laid in utility ducts wherever possible, but may under certain circumstances have to be run above ground if the location of the connection point makes this necessary. In exceptional circumstances, the required location may be so unfavourable that the connection ordered cannot be installed or that, in doing so, additional costs may be incurred.

Messe München GmbH is entitled to run gas supply lines and connections serving neighboring stands across the exhibitor's stand unless Messe München GmbH can provide the gas connection to the neighboring stands at the same or lower cost without laying supply lines and connections across the exhibitor's stand.

Should the exhibitor wish supply lines to be laid across public aisles or third-party stands, Messe München GmbH's prior approval must be sought. Any gas supply lines laid in this respect must give due consideration to the safety of the public and exhibitors alike and are payable by the exhibitor concerned.

To the extent that gas consumption is not payable on a flat-rate basis, it will be determined via the meter fitted and invoiced at the per-m<sup>3</sup> prices shown in the ordering media for exhibitor services.

The use of gas for lighting and/or heating purposes (e.g. radiation heaters) as a stand design element is prohibited. As a rule, exhibits are exempted from this requirement. All burners must be equipped with low-setting controls or automatic ignition devices.

The exhibitor assumes sole responsibility for compliance with the relevant safety regulations, above all those stipulated by DVVWG, TÜV (Technical Inspectorate), Munich Municipal Fire Department and Munich Municipal Works Department.

For safety reasons, Messe München GmbH reserves the right to cut off the exhibitors' gas supply after the event has finished.

##### **5.6.2. Stand installation**

Gas installation work within the confines of the stand can be carried out by the exhibitor's own fitters or approved contractors in accordance with German/EU requirements and accepted technical practice. Gas installation work within the confines of the stand can also be carried out by Messe München GmbH and/or contractors appointed by it providing an appropriate order is submitted.

To the extent that gas installation work including connecting up equipment requiring gas (appliances with gas connections) is not to be carried out by Messe München GmbH and/or contractors appointed by it, the exhibitor has to notify Messe München GmbH in good time prior to the commencement of the work concerned, but 14 days prior to the commencement of the stand construction period at the latest, as to which contractors and/or fitters will be carrying out the gas installation work. If Messe München GmbH is not supplied with this information by the set time, Messe München GmbH will connect up the equipment requiring gas and charge the exhibitor with the costs incurred at the prices stated in the ordering media for exhibitor services.

Any connections, machines or equipment that have not been authorized, do not comply with the relevant regulations or use more gas than indicated in the application are prohibited. They can be removed from the stand and put in storage by Messe München GmbH at the expense and risk of the exhibitor.

#### **5.7. Information and communications services**

All fixed-line connections for information and communications services are provided exclusively by Messe München GmbH.

Connection plans indicating the required position of the connections should be attached to the ordering media.

#### **5.8. Machinery, pressure containers and exhaust systems**

##### **5.8.1. Machine noise**

The operation of any noise-emitting machinery and/or devices requires Messe München GmbH's prior written approval. It may not disturb any other event participants, cause crowding that blocks the

aisles nor drown out the public address system in the halls. Noise-emitting machinery and/or devices may only be operated for short periods of time and only as long and often as the given demonstration requires. The noise level at the stand perimeter may not exceed 70 dB(A).

Despite having given its prior approval, Messe München GmbH is entitled to restrict or prohibit such performances as cause noise, visual disturbance or, for other reasons, constitute a significant disturbance to the event or its participants.

If a fair, exhibition or other event is not organized by Messe München GmbH but by another organizer, the organizer concerned is entitled to exercise Messe München GmbH's rights described above.

##### **5.8.2. Product Safety**

The exhibitor is principally obliged to display only those products that meet European marketing requirements (e.g. specific EU directives such as the Machinery Directive, Toy Directive, Low-voltage Directive, Medical Products Directive, PSA Directive, etc.) and the national legislation based on them (e.g. the German Product Safety Act—ProdSG). Contrary to this, such products may also be displayed at fairs and exhibitions as do not yet comply with the fundamental safety requirements. In such cases, however, a sign must be attached to the product indicating that it may only be marketed in the EU and the European Economic Area (EEA) upon compliance with all relevant legal requirements, or that the product is only intended for export to non-EU states and non-EEA states.

The exhibitor authorizes Messe München GmbH with the approval of the relevant authorities to publicly declare on its behalf that the conformity evaluation procedures have not yet been concluded in connection with such exhibits as do not have the prescribed CE coding, and that these exhibits do not yet comply with the formal and safety provisions of the relevant regulations and may not be sold or purchased in the countries of the EU and EEA until such time as they comply with these regulations. Products may (and must) be provided with CE coding only when they are subject to specific EU directives prescribing such CE coding. For such products, a conformity assessment must be conducted, technical documents verifying conformity prepared, an EU conformity declaration issued and the CE coding attached. Operating instructions, safety information, etc. in the user's national language are to be provided or attached.

Any precautions necessary for the protection of persons must be taken by stand personnel in connection with demonstration activities.

The stand personnel is also responsible for ensuring that no machines are activated without authorization.

##### **5.8.2.1. Safety devices**

Machinery and equipment components may only be operated if all relevant safety devices are in place. The standard safety devices can be replaced by a secure covering made of organic glass or another suitable, transparent material.

Where equipment is not operated, the safety devices can be removed to give visitors a clearer view of the design and construction of the otherwise covered components.

The safety devices must then be clearly displayed next to the machine.

##### **5.8.2.2. Test procedures**

The exhibited technical equipment will be inspected for its accident prevention and safety characteristics by the relevant supervisory authority—the Factory Inspectorate—together where necessary with the relevant technical committees of the Employers' Liability Insurance Association and for its compliance with the relevant safety requirements. Exhibitors are advised to have their EU Conformity Declaration available on the stand for CE coding verification purposes. If in doubt, exhibitors should contact the relevant authorities in good time prior to commencement of the event.

##### **5.8.2.3. Operating ban**

Furthermore, Messe München GmbH is entitled to prohibit the operation of machinery, equipment and other devices at any time Messe München GmbH deems it to constitute a risk for persons and/or property.

##### **5.8.2.4. Additional safety measures**

All work devices and construction equipment must have currently undergone an inspection pursuant to the Industrial Safety Directive (BetrSichV). No unsecured loads may be lifted above persons. For further information with regard to loads above persons at events, kindly refer to DGVU Information 215-313 "Loads above persons." Moreover, technical or organizational measures must be taken to guarantee that the uncontrolled lowering of parts of the devices/loads is impossible should a hydraulic system or traction drive fail. This can be done, for example, by cordoning off the area of risk, using a hose rupture protection device or mechanical locking device for supporting hydraulic cylinders. The exhibitor is responsible for stand safety and the safe operation of all exhibits and must be able to provide verification if required. The trade fair company reserves the right, in justified cases, to have the equipment inspected on site by a qualified person at the expense of the exhibitor.

##### **5.8.3. Pressure containers**

###### **5.8.3.1. Acceptance certificates**

Pressure containers may only be operated on the stand if the tests/acceptance inspections required by the Operating Safety Directive (BetrSichV) have been carried out on them. Any proof of testing (certificates and/or recordings) issued as a result should be kept on the stand near the pressure container concerned and presented at the request of the relevant supervisory authorities.

###### **5.8.3.2. Testing**

In addition to the presentation of a valid structural and test certificate (EC conformity declaration and any other necessary documents in German and English), an acceptance test must also be conducted on site. If applied for in good time, four weeks prior to the commencement of the trade show at the latest, pressure containers subject to testing may be put through the acceptance test by the Technical Inspectorate up to one day prior to the commencement of the event.

Inquiries in connection with this are to be addressed to Messe München GmbH's Technical Exhibitor Service.

A person responsible for the pressure container must be present on the exhibition stand.

###### **5.8.3.3. Rental equipment**

If hired equipment is used on the stand, the above regulations apply accordingly. Above all, any proof of testing issued (see Item 5.8.3.1.) should be kept on the stand near the pressure container concerned and presented at the request of the relevant supervisory authorities.

###### **5.8.3.4. Verification**

The requisite acceptance certificates should be available on the stand for Factory Inspectorate verification purposes.

##### **5.8.4. Exhaust gases and vapors**

Vapors and gases which are emitted by exhibits and equipment and are flammable, toxic or merely unpleasant for event participants may not be released in the halls, but must be fed out into the open air via appropriate piping in accordance with the provisions of the German Emissions Control Act.

##### **5.8.5. Exhaust systems**

Such vapors and gases as are flammable, toxic or merely unpleasant for event participants must be fed off via appropriate exhaust piping. The ducting may only be installed by Messe München GmbH or a contractor appointed by it. A ground plan indicating the required position of the ducting should be attached to the ordering media.



## 5.9. Use of compressed gases, liquid gases, flammable liquids, fuel pastes and other fuels

As a general rule, the use of compressed gases, liquid gases and flammable liquids is prohibited. Special approval to be applied for via the form "Application for Preventive Fire Protection" can be granted by the Munich Municipal Fire Department. The prerequisite for special approval by the Municipal Fire Department is that these compressed gases, liquid gases or flammable liquids are required for the operation or demonstration of exhibits. There is no entitlement to the granting of special approval.

Empty cylinders in which compressed gases, liquid gases or flammable liquids were contained may not be kept or stored on the stand or in the hall. Only empty cylinders may be used for such equipment and installations as are not operated for demonstration purposes. These must be marked as such in a clearly visible way.

The storage of such items in the hall is generally prohibited. An officially approved PG 6 fire extinguisher in accordance with DIN 14406 or DIN EN 3 is to be kept on the stand.

### 5.9.1. Compressed and liquid gas installations

#### 5.9.1.1. Approval of compressed gas cylinders

The storage and use of liquid gas or other flammable or non-flammable gases in compressed gas cylinders, compressed gas packs or tanks is prohibited without the written approval of Messe München GmbH's Technical Exhibitor Service. Compressed gas cylinders must be protected against impact, falling over, and access by unauthorized parties and heating up in accordance with the relevant accident prevention regulations. Toxic gases may not be used.

#### 5.9.1.2. Use of liquid gas

The use of liquid gas for heating and cooking purposes is prohibited.

Should liquid gas be nevertheless required, only one liquid gas cylinder with a capacity of up to 11 kg per exhibition stand may be set up after approval has been granted by the exhibition company. The liquid gas cylinder in use must be protected against access by unauthorized parties and heating up by keeping it in a fully enclosed, properly labelled metal cabinet (yellow sign with a black "C") with base ventilation.

#### 5.9.1.3. Installation and maintenance

The setup and maintenance of liquid gas installations is subject to compliance with the "Technical Rules Governing Liquid Gas" DVFG-TRF 2012 (publisher: DVGW Deutscher Verein des Gas- und Wasserfaches e.V. and DVFG Deutscher Verband Flüssiggase e.V.), DGUV Regulation 110-010 "Use of Liquid Gas". The Technical Rules for Hazardous Substances (TRGS) 510 and 800 should also be noted. With the application for approval, an explosion protection document pursuant to art. 3 and art. 5 of the Industrial Safety Ordinance must be drawn up and submitted by the operator of the installation. Each gas-driven consumer appliance must be equipped directly with a shut-off valve that is readily accessible at all times. The entire installation is to be checked by a specialist (qualified person) pursuant to DGUV principle 310-005.

#### 5.9.1.4. Pressure equipment directive

The provisions of the Operational Safety Directive and the Pressure Equipment Directive of September 27, 2002, BGBl. I, p. 3806 in the version valid at the given time are binding and require compliance.

### 5.9.2. Flammable liquids

The storage of flammable liquids is generally prohibited. Operations-related exceptions are to be coordinated with Messe München GmbH at an early stage; written approval is required. DGUV rule 113-001 and the corresponding documents as well as the instructions on the safety data sheet all require compliance. The amount kept on the stand may not exceed the amount needed for a day's operations. Notification of filling activities is required. They may only be conducted in compliance with the technical safety regulations outside visitor hours. Empty cylinders must be removed from the hall immediately. The storage of flammable and/or explosive detergents in the hall is prohibited. The ban on smoking requires strict compliance. The use of dummies is prescribed for the purpose of exhibiting large quantities.

### 5.10. Hazardous substances

The usage of hazardous substances and building materials containing hazardous substances must be coordinated with the exhibition organizer. Compliance is required to this end with the Hazardous Substance Protection Act (Chemicals Act), BGBl. I, part 1, page 1,703, in conjunction with the Chemicals Prohibition Regulation (ChemVerbotStV) and the Hazardous Substance Regulation (GefStoffV). The relevant safety data sheet and risk assessment must be available for presentation or submission by the exhibitor.

### 5.11. Assembly rooms/Show areas

Presentations and acoustic advertising require Messe München GmbH's prior approval and must occur in such a way as not to disturb any neighboring exhibitors. The noise level at the stand perimeter may not exceed 70 dB(A). Despite having given its prior approval, Messe München GmbH is entitled to restrict or prohibit such presentations as cause noise, visual disturbance or, for other reasons, constitute a significant risk or disturbance to the event or its participants. The regulations stipulated by the relevant authorities must be observed.

Naked flames, open fires and actions constituting a fire risk are prohibited. Any exceptions to this ruling require the approval of Munich Municipal Fire Department. Electric switching systems may not be accessible to visitors.

To the extent that 200 or more seats need to be arranged, the total number of seats and the escape/rescue routes must be shown in a separate plan (seating plan scale 1:200) to be submitted to Messe München GmbH in triplicate, whereby the width of the escape/rescue routes is to be based on the maximum number of persons the room can accommodate and sized accordingly. A copy of the plan approved for the given usage should be displayed in a clearly visible location near the main entrance to the assembly room concerned. Partitioned assembly rooms must offer users an unobstructed line of sight in the direction of escape towards the nearest emergency escape/rescue route. Assembly rooms that can be accessed or exited via another partitioned room only ("trapped" assembly rooms) are prohibited. All measures that compromise a clear line of sight in the direction of escape of the nearest emergency escape/rescue route or its accessibility are prohibited. Messe München GmbH reserves the right to impose any safety- or fire protection-related demands that may become additionally necessary until such time as stands undergo official acceptance (see Item 4.4.4.). Messe München GmbH reserves the right to impose additional conditions should the need arise.

The Assembly Place Directive (VStättV) applying at the given time (with particular regard to the operating requirements in part 4 with paras. 31 through 43, as well as para. 10 sect. 1, para. 14 sect. 3 and para. 19 sect. 6) requires compliance.

The width of the escape/rescue routes in assembly rooms is to be based on the maximum number of persons the room can accommodate and sized accordingly. The width clearance of each section of any given emergency rescue route must amount to at least 1.20 m per 200 persons. Graduated increases are only allowed in steps of 0.60 m. The required width of the given rescue routes must be verifiably calculated through to the circulation areas.

Exits in darkened rooms must be lit adequately (signs according to DIN EN ISO 7010 or ASR A1.3). Curtains in the vicinity of the exits must open easily to the minimum exit width prescribed, end 10 cm above the floor and be extremely flame retardant. They are to be provided with a colored marking along the vertical edges used for opening and closing. They may not be sealed (tied together or

similar) during operating hours. Applications should be submitted via the "Application for Preventive Fire Protection Measures" form in the ordering media for exhibitor services.

Assembly rooms must have at least two exits leading directly to the hall aisles. These exits should be located as far apart from each other as possible.

Seats arranged in rows must be fixed so they cannot be moved; any chairs arranged temporarily are to be firmly interconnected into rows. Seats must be at least 0.50 m wide. A width clearance of at least 0.40 m must be provided between the rows of seats. Seats arranged in blocks may comprise no more than 30 rows. Aisles with a minimum width of 1.20 m must be provided behind and between the blocks. No more than ten seats may be arranged at the side of an aisle. The seating plan must show places for both sitting and standing. The path from a seat at a table to the nearest aisle may not exceed 10 m. The distance between the tables should not be less than 1.50 m. The places for wheelchair users are to be marked separately.

Doors located on escape and rescue routes in assembly rooms must open out in the direction of escape and may have no thresholds. During the time in which persons stay in assembly rooms, the doors of the respective escape and rescue routes must be able to be opened from inside easily and to their full width at all times. In the case of show areas as defined in the Assembly Place Directive (VStättV) valid at the given time, a person responsible for event systems or an event system specialist (pursuant to paragraphs 39 and 40 in the Assembly Place Directive) is to be notified by name to Messe München GmbH's Technical Exhibitor Service.

### 5.12. Radiation protection

#### 5.12.1. Radioactive materials

The use of radioactive materials is only possible with a special permit and Messe München GmbH's approval. The permit must be applied for via the appropriate authorities in accordance with the Radiation Protection Directive and submitted to Messe München GmbH at least six weeks prior to commencement of the given event. Insofar as a permit has been issued, the exhibitor must prove that the intended use of radioactive materials at the trade fair center is covered by the permit concerned.

See the Application for Preventive Fire Protection Measures form in the ordering media for exhibitor services for further information.

#### 5.12.2. X-ray equipment and spurious radiation equipment

The operation of X-ray and spurious radiation equipment requires a special permit and Messe München GmbH's approval. The Directive on the Prevention of Damage by X-rays (RöV) must be observed. The operation of X-ray and spurious radiation equipment is subject to mandatory approval or notification pursuant to Sections 3, 4, 5 and 8 of the RöV. The relevant authority for Munich as the exhibition venue is the Munich State Factory Inspectorate to which the applications for approval or notification must be submitted. Notification must be submitted via the "Registration of Laser and X-Ray Equipment" form in the ordering media for exhibitor services.

#### 5.12.3. Laser equipment

The operation of laser equipment is subject to notification and must be coordinated with Messe München GmbH. Together with the notification (see "Registration of Laser and X-Ray Equipment"), the exhibitor or organizer must submit the written appointment of a laser safety officer, and a risk assessment in accordance with Section 3 OStrV must be prepared for the operation of the laser equipment.

The requirements of the Occupational Health and Safety Ordinance on Artificial Optical Radiation 2006/25 EC/OStrV, the TROS Laser, DIN EN 60825-1, DIN EN 12254 and, in the case of show lasers, the requirements of DIN 56912 are to be observed and, for show laser systems, also the instructions in DGUV Information 203-036.

The operation of laser equipment may be appraised by an expert if necessary. The laser equipment may only be used if the conditions stipulated by the independent expert are complied with.

### 5.13. High-frequency equipment, radio systems, electromagnetic compatibility and harmonics (dirty power)

The operation of high-frequency equipment, radio systems and electromagnetic fields requires a special permit and Messe München GmbH's approval.

The operation of high-frequency equipment and radio systems is only permitted if it complies with the provisions of the Telecommunication Installations Act (BGBl. I) and the Electromagnetic Compatibility of Equipment Act (EMVG).

The use of paging systems, microport equipment, two-way radio intercom equipment and telecontrol equipment is subject to approval by the Telecommunications and Post Regulatory Authority. A copy of the approval documents issued by the Regulatory Authority is to be submitted to Messe München GmbH in good time prior to the commencement of the given event.

Moreover, the operation of high-frequency equipment and radio systems is only permitted if a sufficiently large frequency gap is verifiably left between the frequencies/applications they use and those already in use at the trade fair center. This verification must be submitted to Messe München GmbH. Details regarding the frequencies/applications in use at the trade fair center are available from Messe München GmbH's Technical Exhibitor Service.

In case exhibits are shown or stand decorations used, in which electrical, magnetic or electromagnetic fields are generated, the provisions of the Twenty-sixth Ordinance for the Implementation of the Federal Immission Control Act must be adhered to. Electrical installations or exhibits and the exhibition stands are to be designed in such a way as to prevent the power supply network of the exhibition facility being affected by unacceptably high harmonic oscillations (dirty power) (see item 5.3.3.).

### 5.14. Cranes, forklift trucks, exhibition goods, packaging, goods consignments

The forwarding agents under contract to Messe München GmbH, hereinafter termed "official forwarding agents," exercise sole forwarding agent rights at the trade fair center e.g. transportation of exhibits, stand structures, etc. to the stands incl. provision of any auxiliary and work equipment (forklift trucks, cranes, work platforms, etc.) required as well as customs clearance for temporary or permanent importation purposes. Only official forwarding agents may be appointed to render the forwarding agent services mentioned at the trade fair center. In special cases approval must be obtained from Messe München GmbH's Technical Exhibitor Service.

Messe München GmbH assumes no liability whatsoever for any risks arising from the activities of the official forwarding agents. No empty goods or packaging of any kind may be stored on the stands.

The exhibitor is not entitled to designate Messe München GmbH as the consignee for goods consignments (exhibition goods, stand-building materials, information material and the like) or any other consignments that are not meant for Messe München GmbH but for the exhibitor or a third party. Messe München GmbH is entitled but not obliged at the expense and risk of the given exhibitor and against reimbursement of all the costs incurred to accept and store such consignments or appoint an official forwarding agent to store them, above all in respect of exhibition goods and packaging. No claims can be asserted against Messe München GmbH to the effect that it accepted such consignments without checking their condition and completeness, did not check the cargo and forwarding-agent invoices issued or did not store or keep the given goods correctly.

### 5.15. Musical renditions

For all types of musical and audio-visual renditions, permission is required from the German Performing Rights Society (GEMA) in accordance with the statutory provisions of the Copyright Act. Any non-approved musical playback may be subject to claims for damages being asserted by GEMA (Section 97 of Copyright Act). Kindly address your applications and enquiries to:

[www.gema.de/fileadmin/user\\_upload/Musiknutzer/Informationen/information\\_messe\\_e.pdf](http://www.gema.de/fileadmin/user_upload/Musiknutzer/Informationen/information_messe_e.pdf)

## 5.16. Beverage dispensing systems

For the installation and operation of beverage dispensing systems on the stand, the relevant statutory legislation, above all the provisions of the Beverage Dispensing Systems Directive (TRSK) 400 No. 3.3.1. and No. 3.3.2. and the Operating Safety Directive (BetrSichV) must be observed.

Further information can be found in the Notice "Registration of Beverage Dispensing Equipment/Notification of Intention to Serve Food and Beverages."

## 5.17. Food supervision

In connection with the distribution of food samples for immediate consumption and the on-site sale of food and beverages, the relevant statutory legislation, above all the provisions of the Food Hygiene Directive must be observed.

As far as the commercial preparation or distribution of food is concerned, the exhibitor must observe the provisions of the Infection Prevention Act. It is up to the exhibitor to inform himself about all relevant regulations, including those stipulated by local safety authorities, and to observe them. Further information can be found in the Notice "Registration of Beverage Dispensing Equipment/Notification of Intention to Serve Food and Beverages."

## 5.18. Disturbance due to exhibition goods

Exhibition goods that, by virtue of their appearance, smell, noise, vibration or similar characteristics, constitute a significant disturbance to the running of the given event, and above all put event participants or third-party objects at considerable risk or impinge upon them, are to be removed immediately at Messe München GmbH's request. This obligation of the exhibitor concerned still applies even if he indicated such characteristics in his application and his application was approved. Should the exhibitor fail to meet his obligation by not immediately removing the exhibition goods causing the disturbance, Messe München GmbH is entitled to remove the exhibition goods concerned at the expense and risk of the exhibitor or close down his stand without the exhibitor being entitled to claim damages from Messe München GmbH or the relevant organizer. In such cases, Messe München GmbH decides when the stand that has been closed down should be dismantled.

If a fair, exhibition or other event is not organized by Messe München GmbH but by another organizer, the organizer concerned is entitled to exercise Messe München GmbH's rights described above.

## 6. Environmental protection

Messe München GmbH is committed to the protection of the environment.

The exhibitor undertakes to ensure that he and his sub-contractors fully comply with all environmental protection-related regulations and requirements.

At the trade fair center, such materials and products as are characterized by their durability, repair friendliness and recyclability, as produce less waste or waste that is easier to dispose of and/or as are made of residual materials or waste should be used to the greatest possible extent.

One-way tableware for catering purposes is to be avoided. Beverages should be purchased in reusable containers (deposit bottles) as far as possible. However, if disposable tableware is used in exceptional circumstances, only ecologically safe materials may be used, i.e., degradable without harmful effects on groundwater or which can be burnt in waste incinerators without generating residues harmful to the environment.

### 6.1. Waste management

Pursuant to the Recycling Management Act, the Industrial Waste Directive (GewAbfV) and the Waste Framework Directive (Directive 2008/98/EG with amendments via Directive (EU) 2018/851), the prime aim is to avoid generating waste at trade fair centers during the stand setup period, the duration of the fair and the dismantling period.

Exhibitors and their contractors are obliged to contribute to this in every phase of the event. This aim must be pursued at all times, even in the planning stage, and coordinated with all parties involved.

As a general rule, only such materials as can be recycled and pollute the environment as little as possible are to be used for stand construction and operation purposes.

#### 6.1.1. Waste disposal

The exhibitor may only appoint Messe München GmbH to dispose of its waste at the exhibition center. The exhibitor is to ensure that its contractors only appoint Messe München GmbH to dispose of their waste at the trade fair center.

Messe München GmbH is entitled to appoint its contractors to dispose of waste at the trade fair center.

Any materials left behind may be disposed of, without verification of their value, at the exhibitor's expense for an increased fee.

## 6.1.2. Hazardous waste

The exhibitor is obliged to register with Messe München GmbH in good time for disposal such waste as is by virtue of its nature, characteristics or quantity particularly hazardous to health or the environment, explosive or easily inflammable (e.g. batteries, varnishes, solvents, lubricants, machine oils, coolants, printing dyes and inks, paints), together with the relevant data safety sheet details.

### 6.1.3. Waste brought to the exhibition center

Such materials and waste as are not used or generated in connection with the given event in the stand construction or dismantling periods or its actual duration may not be brought to the trade fair center.

### 6.1.4. Waste disposal fees

Waste registered for disposal will be disposed of by Messe München GmbH at the prices valid at the time of the event. Messe München GmbH reserves the right to demand higher charges for the disposal of mixed waste than for fully presorted, recyclable materials.

For such waste generated by the exhibitor or his contractors as has not been registered with Messe München GmbH for disposal, Messe München GmbH is entitled to charge lump-sum compensation equating double the charge it would have raised for disposal of the same quantity of mixed waste. Messe München GmbH's right to claim further compensation remains unaffected. The exhibitor may demand a reduction in the lump-sum compensation if he proves that Messe München GmbH has incurred less damage. Waste generated by the exhibitor or his customers is considered to be all such waste as is located on the exhibitor's stand, unless he can prove that the waste has not been generated by him or his contractors.

All such objects as are located on the exhibitor's stand after the exhibitor has recognizably left the stand will be treated as waste generated by the exhibitor or his contractors not registered with Messe München GmbH for disposal unless the exhibitor proves that these objects were neither in his nor in the possession of his contractors during the entire period of the event, including stand setup and dismantling times.

The exhibitor has the option during the dismantling period stated in the Terms of Participation, between 08:00 and 17:00, of having the due and proper clearance of his exhibition stand confirmed by Messe München GmbH.

## 6.2. Water, wastewater, ground protection

### 6.2.1. Oil/Grease separators

Exhibitors producing, processing, demonstrating or serving food or other goods containing oil and/or grease in quantities exceeding those of a standard household nature are prior to the disposal of the food and goods concerned to collect the accumulated oil and grease separate from other waste in appropriate containers provided on request upon payment of a charge by Messe München GmbH and to place them on the perimeter of their stands ready for collection by Messe München GmbH.

Exhibitors with dishwashers or other kitchen equipment on their exhibition stands as are not of a standard household nature must drain off the wastewater generated on their stands via oil/grease separators. The order form for the installation of an oil/grease separator is available on request from Messe München GmbH's Technical Exhibitor Service.

### 6.2.2. Cleaning/Detergents

Messe München GmbH organizes the cleaning of the areas of general access and other relevant areas at the exhibition center to the extent that they are not leased to exhibitors or other third parties. Exhibitors are responsible for cleaning their exhibition stands. This must be carried out and completed every day prior to the commencement of the fair or event. If exhibitors do not have the cleaning work performed by their own personnel, they must appoint Messe München GmbH-accredited contractors only for this purpose. Such cleaning contractors as are not accredited by Messe München GmbH will be requested to leave the exhibition area.

Only biologically degradable products may be used for cleaning work. Any liquids, substances or other materials as are absolutely essential for cleaning the stand and/or cleaning, operating and maintaining exhibits, should be used so professionally and correctly that no harm is caused to the environment. Residual materials including any aids (e.g. impregnated cleaning wool) used are to be correctly disposed of as special waste. Any detergents containing harmful solvents may only be used in exceptional circumstances in accordance with the relevant regulations.

### 6.3. Environmental damage

Messe München GmbH must be notified immediately of any environmental damage/pollution (caused by e.g. petrol, oil, solvents, paint).

### ■ Alerting the fire department and fire-extinguishing facilities

Fire protection facilities and information as to the required behavior in case of fire are located inside the given hall next to each exit.

In the event of fire or smoke being detected, alert the fire department **in all cases** by activating the nearest fire alarm.

The fire hydrants, fire alarms, smoke-extractor triggering devices and fire extinguishers located in the halls must not be obstructed, or rendered unrecognizable or inaccessible.

### ■ Areas designated for use by fire department

The areas designated as fire lanes and safety zones for use by the fire department must be kept clear at all times. Vehicles, semi-trailers, containers, tanks and/or empty packaging of any kind may only be parked or stored on the areas designated for this purpose during the stand setup and dismantling periods. Please consult our "Traffic Guide" for further information.

### ■ Emergency exits, hall aisles

All exits and aisles forming part of the permanent layout of the halls shall be kept free and unobstructed over their full width at all times. The exits including the exit signs must not be blocked, covered by drapings or rendered inconspicuous in any other way. Information counters, tables or similar items are to be placed far enough away from entrances, exits and the approaches to staircases.

### ■ Stand design

The following minimum requirements apply: Stands with a floor area of up to 100 m<sup>2</sup> require one exit with a clearance width of at least 0.90 m. Stands with a floor area of more than 100 m<sup>2</sup> require two exits, each with a clearance width of at least 0.90 m. Stands with a floor area of more than 200 m<sup>2</sup> require two exits, each with a clearance width of at least 1.20 m. For stands with a floor area of more than 400 m<sup>2</sup>, Messe München GmbH's Technical Exhibitor Service stipulates the number of exits and their respective clearance width in compliance with the statutory and regulatory requirements valid at the given time.

Any partitioned rooms on stands in the halls used by staff must offer users an unobstructed line of sight in the direction of escape towards the nearest emergency escape/rescue route. Such rooms used by staff as may be accessed or left via a partitioned room only ('trapped' rooms) are not permitted on stands located in halls. All measures that compromise a clear line of sight in the direction of escape of the nearest emergency escape/rescue route or its accessibility are prohibited. Messe München GmbH reserves the right to impose any safety- or fire protection-related demands that may become additionally necessary until such time as stands undergo official acceptance.

If within a given stand the maximum length of an escape route to a hall aisle exceeds 10 m, the stand must be equipped with a second exit and/or an aisle at least 2.0 m wide leading to a hall aisle. If hall exits are located within a stand, the width of the exit is not to be narrowed. The escape routes in the hall must be indicated and approved by the Fire Department. Exit signs must not be obstructed from view.

As a rule, the defined hall aisles must not be built over.

### ■ Materials for stand-fitting and decorations

All materials used for decorative purposes should be at least flame-retardant (in accordance with DIN 4102 or DIN EN 13501-1)—certification must be provided. If flame-retardance is to be achieved after the stand is set up, this is only permissible for small areas with officially approved flameproofing agents in accordance with the instructions for use. The use of materials which are easily flammable or melt, drip or give off toxic gases when exposed to heat is not permitted. Proof must be provided of the flame-retardant properties of the materials when installed. The use of synthetic materials (e.g. polystyrene, PU foam, styrofoam, etc.) producing large amounts of soot in the event of fire, is not permitted.

### ■ Cut trees and plants

may only be used for decorative purposes when green. If, during the course of the trade show, trees and plants have dried out and thereby become more easily inflammable, they must be removed. Trees must be free of branches up to about 50 cm above the floor. Peat must always be kept damp (risk of ignition by cigarette butts, matches, etc.).

### ■ Electrical installation and electrical appliances

All electrical equipment must be installed in compliance with the safety regulations of the VDE (Association of German Electrical Engineers).

Electrical distribution points are to be kept clear of storage areas.

Electric cooker plates, irons, grills, kettles, immersion heaters and other electrical appliances are to be adequately supervised during operation. They must be placed on fire-proof, heat-resistant bases so that even in the case of excessive heat, inflammable objects in their vicinity cannot be ignited.

### ■ Fire extinguishers

Fire extinguishers which are kept on the exhibition stand, should, on principle, be water extinguishers (content min. 9l) as per EN 3 or DIN 14406. (In kitchen and technical areas, carbon-dioxide extinguishers (capacity min. 5 kg) and one fat fire extinguisher (content min. 6 l) in areas where deep-fat fryers are operated as per EN 3 or DIN 14406 should be provided). Deep-fat fryers with a capacity of more than 50 liters must be equipped with an automatic extinguishing system; this also applies if several stand-alone units installed next to each other exceed the total grease capacity of 50 liters and fire spread between the deep-fat fryers is likely. Dry-powder extinguishers may only be used with the approval of Messe München GmbH's Technical Exhibitor Service.

### ■ Safety lighting

Stands whose specific design or structure render the existing general safety lighting ineffective, must be equipped with their own, additional safety lighting, which is to be installed according to currently accepted technical standards. It must be mounted such that safe orientation and access to the general escape routes is guaranteed.

### ■ Packing material

Packing material, transport crates and the like which are not needed during the exhibition are to be kept outside the halls and loading yards. During stand setup and dismantling periods, escape and rescue routes within the halls must be kept clear; any transport and packing materials and items of equipment no longer needed are to be removed immediately from the halls.

### ■ Ashtrays

An adequate number of ashtrays and wastepaper baskets (cigarette butts, matches, etc. separate from paper) are to be made available in the exhibition stands and emptied into non-combustible, tightly closing containers.

### ■ Internal combustion engines

Internal combustion engines (e.g. in cars) must not be demonstrated in operation in the halls. Fuels must not be stored on the stand.

The contents of vehicle tanks must be reduced to the volume necessary for entering and leaving the grounds (fuel gauge must show "low/reserve"). When exhibiting hybrid vehicles with gas tank, the tank must be completely drained. The gas/fuel tank is to be locked.

### ■ Ceilings and canopies

Irrespective of their size, stand coverings of any kind are subject to approval and must be registered in writing with Messe München GmbH's Technical Exhibitor Service (see form 1.2 "Application for Preventive Fire Protection Measures" of the Order Forms for Exhibitor Services). All stand coverings require the prior, written approval of the Technical Exhibitor Service.

They must be at least flame-retardant (in accordance with DIN 4102 or DIN EN 13501-1)—certification must be provided—and must be fitted with a sprinkler system when constituting a single covered surface of more than 30 m<sup>2</sup>. One sprinkler unit must be installed for every 12 m<sup>2</sup> of covered space or part thereof; all rooms or booths contained within this area must be incorporated within scope of the sprinkler system. In this context, please note the information in the "Notice for Installation of Sprinkler-compatible Materials".

Clearance of at least 0.5 m must be guaranteed between stand perimeters and directly neighboring stands to ensure that the maximum permitted continuous area of 30 m<sup>2</sup> is not exceeded due to the aggregation of several ceiling or canopy sections. Messe München GmbH's approval is required for any reduction in the minimum 0.5 m clearance stipulated.

Other regulations apply to **Hall B0** and the entrance buildings. **Further information is available from Messe München GmbH's Technical Exhibitor Service.**

■ **Please note**

The Technical Guidelines of Messe München GmbH apply in addition.  
Please also observe the provisions stated in form 1.2 of the Order Forms for Exhibitor Services.

We expressly reserve the right to impose further conditions if the need for them only becomes apparent during the course of the trade show.

### ■ Stand ceilings and canopies – general information

Stand ceilings and canopies in **Halls A1–6, B1–6, C1–6** must generally be at the very least flame-retardant (to DIN 4102 or DIN EN 13501-1) and, if constituting a single covered area of 30 m<sup>2</sup> or more, equipped with a sprinkler system. (Any structures suspended from the hall ceiling (trusses, etc.) cannot be fitted with a sprinkler system.)

Sprinkler systems can only be dispensed with

- if the ceiling or canopy concerned is a modular or metal-grid covering comprising open-mesh grating, perforated sheet metal or similar. At least 70% of the entire ceiling structure including lamp fittings, etc. must be open in accordance with the planning and installation guidelines laid down by VdS Schadenverhütung GmbH Köln (VdS – see [www.vds.de/en](http://www.vds.de/en)). The degree of openness of the given structure must be proven verifiably, or
- if the ceiling or canopy is of a textile design that has been approved by VdS in Cologne for usage in conjunction with sprinkler-protected risks. Companies supplying such materials are listed below.

Other regulations apply to **Hall B0, the passageways between the halls and the entrance buildings.**

Please note for Hall B0:

- Stand ceilings / canopies must be at the very least flame-retardant (acc. to DIN 4102 or DIN EN 13501-1).
- Horizontal coverings wider than > 1 m must be made of sprinkler-compatible materials according to VdS guidelines, or, alternatively, be fitted with a sprinkler system.

For the entrance buildings West, East, North and the ICM Foyer, the following applies:

- Stand ceilings / canopies must be at the very least flame-retardant (acc. to DIN 4102 or DIN EN 13501-1).
- Horizontal coverings wider than > 1 m must be made of sprinkler-compatible materials according to VdS guidelines.

For the passageways between the halls, the entrance buildings and canopies without sprinklers in Hall B0, the following applies:

- Stand ceilings / canopies must be at the very least flame-retardant (acc. to DIN 4102 or DIN EN 13501-1) and may be no wider than 1 m. The minimum spacing between two or more stand ceilings / canopies must be at least 1 m.

#### Important:

Stand ceilings and canopies (irrespective of their size and design) **must always** be registered via Form 1.2 of the Order Forms for Exhibitor Services **and** always require the written approval of Messe München GmbH's Technical Exhibitor Service in coordination with the Munich Municipal Fire Department.

Clearance of at least 0.50 m must be guaranteed between stand perimeters and directly neighboring stands to ensure that the maximum permitted continuous area of 30 m<sup>2</sup> is not exceeded due to the aggregation of several ceiling or canopy sections. Messe München GmbH's approval is required for any reduction in the minimum 0.50 m clearance stipulated.

Your Technical Exhibitor Services' team would be pleased to assist with further information.

### ■ Supply sources for sprinkler-compatible materials and fabrics

**Dieter Cronenberg GmbH & Co. KG**  
Worringer Str. 17  
40211 Düsseldorf  
Germany  
Tel. +49 211 1775012  
Fax +49 211 1775050  
[a.cronenberg@cronenberg-buehnenbedarf.de](mailto:a.cronenberg@cronenberg-buehnenbedarf.de)  
[www.cronenberg-buehnenbedarf.de](http://www.cronenberg-buehnenbedarf.de)

**Rudolf Stamm GmbH**  
Otto-Perutz-Str. 10  
81829 München  
Germany  
Tel. +49 89 945483-3  
Fax +49 89 945483-0  
[info@rs-stamm.de](mailto:info@rs-stamm.de)  
[www.rs-stamm.de](http://www.rs-stamm.de)

### ■ Basic requirements for mesh fabrics

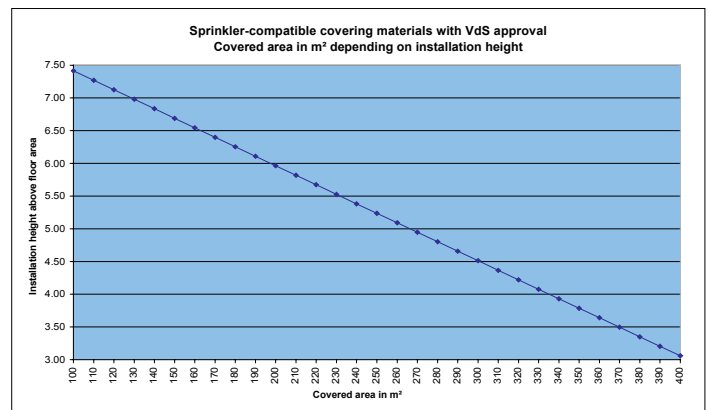
The aforementioned materials can be used to cover areas in excess of 30 m<sup>2</sup> on **single-story** stand structures to the extent that they are certified as being flame-retardant to DIN 4102 or EN 13501-1 and, **at the same time**, approved by VdS Schadenverhütung GmbH in Cologne for usage in conjunction with sprinkler-protected risks.

**When fitting mesh fabrics on exhibition stands, it should be noted that:**

- the fabric covering is to be firmly braced to prevent sagging
- the fabric covering should be braced horizontally and as a single layer
- the manufacturer's installation instructions ensuring the given fabric's sprinkler compatibility must be observed
- hall aisles may not be covered over.

**When fitting mesh fabrics, it should also be noted that:**

- the maximum permissible **continuous** covered area (i.e. without any strut support) is 30 m<sup>2</sup>
- the minimum vertical clearance between sprinkler and fabric covering at any point may not fall short of 0.5 m.
- the maximum permissible size of a **continuous** covered area in the exhibition halls is variable depending on the installation height and lies between 100 m<sup>2</sup> (h = 7.5 m) and 400 m<sup>2</sup> (h = 3.0 m)



**Please note:** This table does not apply to fabrics with melt fibers (smoke out).

**Remarks:** The maximum installation height above the floor surface is 7.50 m, corresponding to the maximum installation height permissible at MMG. The maximum covered area is 400 m<sup>2</sup> to ensure that a hall aisle can be reached after a maximum distance of 20 m.

### ■ Smoke-out fabrics with melt fibers

Fabrics with smoke-out protection are no longer recognized by VdS and may only be used after consultation with the Technical Exhibitor Service.

### ■ General Information ICM – International Congress Center Messe München

As a general rule, motor vehicles are not permitted in exhibition Hall B0, the ICM Foyer and the entrance buildings of Messe München.

**The use of forklift trucks is possible to a limited extent on the ground floor and is reserved for Messe München GmbH's forwarding agents.**

The maximum permissible total weight is 2 t/m<sup>2</sup> for Hall B0, 1 t/m<sup>2</sup> for the foyer areas on the ground floor and 0.5 t/m<sup>2</sup> for the foyer areas on the upper floor.

Please note:

- No heavy loads may be rolled over the aluminium doormats in the entrance areas and the covers of the floor tank in the foyer
- Only trolleys, sack trucks and lifting equipment with clean and abrasion-resistant rubber treads may be used inside the ICM
- Lifting equipment and loads must not exceed the maximum permissible total weight
- The instructions of the ICM staff and the security personnel are to be followed

### ■ Important

The full costs of restoring damages due to nonobservance of the maximum permissible load-bearing capacity of the ICM areas will be charged to the exhibitor. Any expense incurred by Messe München GmbH must be fully reimbursed.

### ■ Lifting equipment permitted at the exhibition grounds



#### Hand pallet truck

No driver authorization required



#### Electric pallet truck (low-lift truck or "walkie")

Driver authorization, certificate or similar license for "Pedestrian-controlled vehicle" or "Forklift truck" required

#### Forklift trucks

**Kühne + Nagel (AG + Co.) KG**

Tel. + 49 89 949-24400

E-Mail [exposervice.muenchen@kuehne-nagel.com](mailto:exposervice.muenchen@kuehne-nagel.com)

#### Schenker Deutschland AG

Tel. + 49 89 949-24300

E-Mail [fairs.muenchen@dbschenker.com](mailto:fairs.muenchen@dbschenker.com)

The total permissible weight of forklift trucks for the ICM Foyer is 2.5 t (rated carrying capacity 0.6 t), and for exhibition hall B0 3.7 t (rated carrying capacity 1.71 t).

Booking and provision of the forklift trucks (incl. operating personnel) only via the forwarding agents of Messe München GmbH.

Please note the "General Information" provided above.

All devices must be tested according to the DGUV (German Social Accident Insurance) Regulation 68 and must carry an up-to-date and clearly visible safety certification label.



Examples:

### ■ Lifting equipment NOT ALLOWED at the exhibition grounds

Please note that usage of the following equipment is not permitted within the premises of Messe München GmbH.



#### Truck with mounted forklift

#### Electric pallet truck (low-lift truck) with operator platform

#### Electric ant (walkie pallet stacker)

Additional information is provided with the "Technical Guidelines" of Messe München GmbH and the Notice "Important Information ICM". Should any questions arise, please do not hesitate to contact the forwarding agents of Messe München GmbH or your team at the ICM - International Congress Center Messe München.

### ■ Hospitality for guests, customers, visitors at the exhibition stand:

Pursuant to § 68a of the German Trade Regulations Act (§ 64 in connection with § 69 GTRA), the distribution of samples (promotional items, tasting of food and beverages) at a scheduled trade fair is not subject to approval. This also applies to the serving of non-alcoholic beverages and/or prepared food (cf. § 2 (2) of the Catering Act in conjunction with § 68a sentence 2 of the Trade Regulations Act). However, if alcoholic beverages are served that do not constitute sample tasting, it is subject to authorization, regardless of whether a fee is charged or not (cf. §§ 1, 2, 12 of the Catering Act in conjunction with § 68a sentence 2 of the Trade Regulations Act). Insofar as the sales regulations applicable to events [see: Special Terms and Condi-

tions of Participation (B)] permit the serving of alcoholic beverages which are served on site and not as samples, this constitutes an activity requiring a license within the meaning of §§ 1, 2 of the German Restaurant and Catering Act (Gaststättengesetz). Permission according to § 12 of the German Restaurant Act is then required and must be applied for in good time by the exhibitor / stand operator from the responsible authority, Kreisverwaltungsreferat HA I/23, Office of Events and Places of Assembly.

<https://stadt.muenchen.de/service/info/voruebergehende-gaststaetenerlaubnis-beantragen/1063669/>

### ■ Notes on food hygiene

**Please note that** surfaces which may come into contact with food items

- must be maintained in exemplary condition
- and be easy to clean and disinfect.

Smooth, washable materials should be utilized (this also applies to floor coverings and walls in such areas).

If food is to be served on the stand, the requirements set out in Section 4 Item 2 in conjunction with Annexe II Chapter 1 et seq. of Directive (EG) 852/2004 relevant to commercial operations must be observed. This includes, but is not limited to, the following provision:

- adequate water and wastewater hook-ups
- temperature conditions suitable for the hygienic preparation, handling and distribution of food
- appropriate equipment for cleaning food
- appropriate tools for cleaning food processing equipment and kitchen utensils.

Any distribution of food and/or beverages is subject to official hygiene regulations and to review by food and beverage officials of the local inspection authority (Bezirksinspektion Ost).

Any persons preparing, handling or distributing certain foodstuffs (see previous para), which activity involves coming into contact therewith, or persons involved for the first time in kitchen restaurants and other facilities with or for communal catering or are employed there, may only carry out this work providing appropriate certification by the German Public Health Department or a physician contracted by the Public Health Department, that they have been notified verbally and in writing

1. of activities prohibited under § 42, Paragraph 1 of the IfSG (Prevention and Control of Infectious Diseases Act),
2. of their obligations as specified under § 43, Paragraphs 2, 4, and 5 of the IfSG and
3. have declared in writing, after having been advised as above, that they are not aware of any facts for a prohibition of activity.

**Exempt from this initial instruction obligation are persons already in possession of a valid health certificate in accordance with § 17 and § 18 of the Federal Epidemics Act (BSG)**

Certificates regarding the IfSG and old BSG health certificates are to be submitted in German. Persons preparing, handling or distributing the following foodstuffs are subject to the aforementioned compulsory instruction as provided under the German Infection Prevention Act:

- Meat, poultry and any products produced therefrom
- Milk and dairy products
- Fish, crustaceans or molluscs and products produced therefrom
- Egg products
- Infant and children's nutrition
- Ice cream and semi-finished ice cream products
- Baked goods with non- or partially-cooked or -heated fillings or toppings
- Gourmet salads, raw salads and potato salads, marinades, mayonnaise and other emulsified dressings, baker's yeast
- Sprouts and products containing sprouts as an ingredient.

In catering establishments, also dishwashing staff must possess the appropriate instructional certificate.

The provisions set out in the European Food Information Directive (LMIV) have been in force since December 13, 2014. As a result, the **identification of allergens is required** also for loose goods. In this context, you are kindly requested to refer to the information on our homepage:

<https://stadt.muenchen.de/infos/lebensmittelueberwachung.html>

For further information concerning statutory food and food hygiene regulations, please contact the responsible city administration office:

District Administration Office HA III / 15  
Bezirksinspektion Ost  
Trausnitzstraße 33  
81671 Munich  
[bi-ost.kvr@muenchen.de](mailto:bi-ost.kvr@muenchen.de)

In the event of any regulations governing food hygiene not receiving compliance, Munich city council's food inspection authority reserves the right to take the appropriate steps up to and including prohibiting the preparation or dispensing of food and beverages.

### ■ Information on operating beverage dispensing installations:

1. Non-stationary beverage dispensing installations as defined by the Technical Rules Governing Dispensing Installations (TRSK) 400 No. 3.3.2, but are to be set up locally on site, must be informally notified to the relevant authorities by the operator (see Item 4).

Pursuant to § 14 para 1 of the Operating Safety Directive (Betr-SichV), the beverage dispensing installation must **undergo inspection by a qualified person** as defined by the Technical Rules Governing Operating Safety (TRBS 1203) **prior to its initial operation**. This is the responsibility of the given entrepreneur (renter or operator).

A copy of the result of the inspection is required to be kept on site, available for presenting to the relevant authorities at their request. **This also applies for rented dispensing equipment.**

In accordance with the European Food Hygiene Directive (EG) 852/2004, the beverage dispensing installation is required to be **cleaned prior to the commencement of the event. Verification of the cleaning** and the original **inspection certificate** are to be **kept close to the installation**.

Operating instructions as stipulated by TRSK 500 must also be affixed to the installation.

2. Ready-to-use installations as defined by TRSK 400 No. 3.3.1 are required to be informally notified to the relevant authorities (see Item 4). In accordance with § 14 para 2 of the Operating Safety Directive (BetrSichV) and based on hazard evaluation procedures (see § 3 of the BetrSichV), the installation inspection must be renewed every two years by a qualified person. In accordance with BGV A1, this inspection is generally to be ensured by the given entrepreneur (renter or operator) of the installation.
3. The pressurized gas containers used must be stored upright and secured against tipping over.
4. Further information is available from the head of the municipal beverage dispensing installation inspection office:

Landeshauptstadt München (City of Munich)  
District Administration Office (KVR III / 113)  
Implerstraße 11  
80466 Munich, Germany  
Tel. +49 89 233-45081  
Fax +49 89 233-45139  
gewerbe-technik.kvr@muenchen.de

In the event of non-compliance with regulations concerning beverage dispensing equipment, the city council's food inspection authority reserves the right to take appropriate steps up to and including the shutting down of dispensing equipment.

#### **Messe München GmbH Service company for the cleaning and certification of beverage dispensing equipment:**

Getränke Widmann GmbH Schankanlagentechnik  
Melchior-Huber-Str. 36  
85652 Ottersberg  
Tel. +49 8121 8453  
Fax +49 8121 78422  
Mobil +49 177 2228453  
messeservice@schanktec.de  
www.schanktec.de



Electrical installation work on exhibition stands is generally to be carried out in compliance with the latest EN, DIN and VDE regulations and recognised technical practice. All work performed must be in accordance with the relevant safety requirements and, above all, with the provisions set out in DIN VDE 0100 parts 410, 420, 520, 600 and 711, 712 and 722, DIN EN IEC 61439, the VdS guidelines and the accident prevention regulations DGUV A1, A3, and V17. Operating resources must be tested by a recognized European certification office (recognized testing bodies include VDE, OVE, etc.). A person responsible for the installation must be named in writing by the ordering party of the power connection for each exhibition stand. If no one has been appointed, the managing director of the exhibitor will be the person responsible in accordance with the Technical Regulations for Operational Safety (TRBS).

### The following points require particular attention in this context:

Electrical installation work may only be carried out by qualified electricians in accordance with the provisions set out under VDE 0100-200 and/or VDE 0105-100. The electricians concerned must be equipped with appropriate tools and work aids. The electrical installation system may only operate in a defect-free state and subject to testing in accordance with VDE 0100-600 having been conducted and documented. The measures required for operational safety purposes must have therefore been taken prior to activation of the system. Work may only be carried out on equipment that has been disconnected from the power supply.

**Anyone carrying out electrical installation work is individually responsible (i.e. personally liable) for assuring compliance with relevant electrical installation requirements and generally recognized rules of electrical engineering.**

### ■ Power supply / Main distributor panel

The stand must be equipped with a single switch (master switch) – residual current protective devices do not count as master switches – via which the complete electrical installation, with the exception of refrigerators, fax machines, electronic storage devices, can be deactivated.

The master switch and the main distributor panel on the stand must be located in such a way that they are accessible at all times. Distribution panels must comply with DIN EN IEC 61439 and be provided with a CE marking with the normative minimum information. Any electrical faults must be rectified properly by persons qualified to do so without delay. The power supply is provided in the form of a TN-S system (3 phases, one zero conductor, one earth conductor).

AC voltage: 230 V ( $\pm 10\%$ ) / 50 Hz

Three-phase voltage: 400 V ( $\pm 10\%$ ) / 50 Hz

### ■ Protective measures

As an additional safety precaution, all circuits protected via fuses or miniature circuit breakers must also be fitted with a residual current device (RCD).

**Maximum differential current of the RCD 30 mA ( $I_{\Delta} = 0.03$  A).**

**Frequency-controlled machinery (e.g. appropriate machines, robots, motors) is to be equipped with B SK-type RCDs (AC/DC-sensitive).** Kindly consult a relevant Messe München GmbH-approved contractor in this respect. Connecting different types of RCD in series is not admissible.

**Important to note:** The permanently installed supply points (power sockets) in the exhibition halls are **not** operated via a residual current device (RCD). There are, however, special supply points with RCDs fitted upstream of them; please ask the hall inspector or the Technical Exhibition Services Division where they are located.

All appliances, lamps and other equipment must be properly earthed. The protective conductor (grounding / equipotential bonding) must be connected to all devices, lights and other equipment. Protective conductors (PE = yellow / green) must be carried and connected in all lines. Exception: The equipment is “protectively insulated” (protection class 2) or is operated on “protective extra-low voltage” (voltage range 1, SELV). Stand structures made of metal, conductively interconnected metal parts and large metal parts to which electrical cables or equipment are fitted must be connected to the protective equipotential bonding (properly grounded). If electrical distributor panels from Messe München GmbH are used, the earthing work may only be carried out by electrical contractors approved by Messe München GmbH.

Cross-beams with lighting installations must be fitted with an additional protective equipotential bonding device (copper, min. 10 mm<sup>2</sup>) by the company installing the equipment. The potential equalization device concerned must connect up with the master equipotential bonding facility in the utility duct (this also applies to conductive stand components where applicable). The transfer point on the hall floor must be

ordered via form 3.1/online in the Exhibitor Shop. The potential equalization connection between the transfer point and the cross-beam with the lighting installation can be fitted by exhibitors themselves or ordered via the service company responsible for suspension units.

### ■ Cabling

All cabling must be installed and secured properly, according to the generally recognized rules of electrical engineering. The external insulation of the cable (sheathing) must be inserted into the given appliances, lamps, plug devices, etc. All cabling must be effectively pull relieved.

The cable and wire used must be approved for usage in conjunction with the given type of installation and comply with the required sizes and specifications (DIN 57298/VDE 298). The minimum sectional area should be 1.5 mm<sup>2</sup>.

If cables are not connected via approved plugs, these must be connected via clamp connections in hermetically sealed junction boxes. Clamp connections installed without enclosures are prohibited.

If the cable runs where it may be trodden on, it must be provided with mechanical protection of some form and/or only such cable may be used as is explicitly approved for areas subject to high mechanical stress (minimum H05RN-F). The usage of flat cabling is not permitted (with the exception of flat cabling certified by a recognized European certification office)! Tripping hazards caused by wires and cables are to be avoided.

The “cascading” of extension cables and cables with multiple sockets is not permitted.

**Please note:** As of 100 kW, the transfer point consists of open cable ends. Should a service partner connect these cable ends at the request of the exhibitor, there is no liability on his part and no obligation to check the exhibitor’s own distribution!

The exhibitor/stand builder is solely responsible for the proper laying of the power supply line (cable) on his stand beyond the cable exit point from the utility duct!

### ■ Lamps in general

Lamps must be secured in such a way as to prevent them from falling down. All lamps must be secured via two mutually independent mountings (please note that support cables or chains count as secondary mountings) that are able to carry a load five times as heavy as their own weight. These are absolutely essential for installation heights of **2.50 m** and more (see also conductor rails/lighting bars) or weights of **2 kg** upwards. The usage of cable and straps made of either natural or synthetic fibers (e.g. cable ties) for this purpose is prohibited. Support cables must be made of a non-flammable material. This also applies to lighting bar systems!

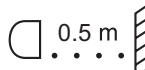
All lamps are to be equipped with some form of mechanical protection e.g. protective basket or safety screen or must have a retaining device that prevents the lamps or parts thereof from falling out.

The installation of lamps on flammable materials, e.g. wood, is only admissible if:

- the manufacturer’s specifications do not prohibit this explicitly,
- the lamps are located at a distance of at least 35 mm from the mounting surface or
- the lamps are mounted on to a non-flammable, temperature-insulating surface with a minimum thickness of 10 mm.

This applies in equal measure for sockets or other equipment that is/are fitted to flammable materials. The same requirements also apply to lamps installed in flooring.

Sufficient distance should be left between the lamp and any flammable materials in accordance with the given manufacturer’s specifications (relevant markings generally on the lamp itself). The minimum distance is 0.5 m!

e.g.  0.5 m minimum distance to the area to be lit (0.5 m in example shown)

If conductor rails/lighting bars are used, it is vital that the relevant insulating end pieces are inserted into the conductor rail to ensure that the current-carrying conductors cannot be touched. The minimum installation height of lighting bars is 2.50 m. Installation below this height is only possible if the bar is fully covered. Complete protection against touching must be guaranteed! The conductor rail is to be fastened to the given surface in a mechanically effective manner using non-flammable connections (e.g. screws, metal straps, etc.). Plastic cable ties may be used only as additional mounting aids.

## ■ LED lighting

The operation of risk group 2 and 3 high-power or high-intensity LED installations and/or spots must be registered with Messe München GmbH's Technical Exhibitor Service! Suitable fire-extinguishing agents must be kept ready for use in the immediate vicinity of all high-power or high-intensity LED installations!

## ■ Low-voltage lighting

In the case of halogen lamps, bulbs must be prevented from falling out by means of suitable retaining devices (e.g. clamps, claws or springs). The plug-in connection with the base alone does not provide sufficient safety as mounting bracket! All cabling must be insulated up to the lamps (varnish/paint is not acceptable as insulation). This also applies to structural parts that are used as live conductors.

### Transformers:

Only such safety transformers as are approved for the specific area of application may be used. When installing such lighting, particular attention must be given to ensuring unrestricted heat dissipation (distances to be observed in accordance with markings printed on product and/or manufacturer's specifications). Transformers require both primary and secondary fusing. Any transformers not equipped with secondary fusing must have it retrofitted. Maximum fuse size is 25 A depending on the size of the transformer.

The fuse must be able to mechanically counter the anticipated short circuit current. Ideally, electrical overload protectors (response tolerance in case of failure  $\pm 60$  W) should be used.

Electronic transformers may be operated without secondary fusing only if they have been tested by an approved European certification body.

**Caution: electronic transformer cabling may not exceed 2 m in length!**

## ■ Neon lighting systems / signs

Systems with electrical discharge lamps: systems with any form of fluorescent signs or lamps used as illumination units on a stand or as exhibits with a rated power supply in excess of AC 230/400V must comply with the following requirements: the illuminated sign or lamp must be out of arm's reach (minimum height 2.5 m) or adequately protected to reduce the risk of injury (break-proof, transparent cover).

## ■ Photovoltaic systems /

### Electric power generation plants as exhibits

When presenting photovoltaic systems or other electric power generation plants, a deactivation device ('fireman's switch') must be fitted in a clearly visible location that is accessible at all times for deactivating the system or plant in case of danger (with the exception of such systems or plants as do not generate open-circuit voltage in excess of 120 V DC). DIN VDE 0100 T 712 and DIN VDE 0126 requirements are to be observed and a test report in accordance with VDE 0126-23 drawn up and presented on request. The given stand is to be registered with the Technical Exhibitor Service and identified with a sign marked 'PV System'. Alternative energy sources such as batteries, off-grid solar power generation systems and the like are not permitted.

## ■ Use of electrical equipment

All electrical equipment used at the exhibition center of Messe München GmbH and on its grounds must be in a proper, safe and tested state and handled in the designated manner. This includes fixed-site equipment such as permanently installed steam cookers, permanently installed hot-air ovens, exhibition machines and installations, etc. (see definition) and mobile equipment such as electric drills, hand-held circular saws, coffee machines, etc. (see definition).

All equipment (including private devices) brought to the exhibition center must have an inspection sticker affixed to them, showing the month and year of the latest and next inspection. At the request of Messe München GmbH, the inspection report of the last inspection conducted is to be presented setting out details of the basis of the inspection, the inspection procedure and the nature and scope of the inspection. The inspections must have been conducted by a person authorized to do so in accordance with the Operating Safety Directive (BetrSichV) in conjunction with the Technical Rules for Operating Safety 1203 (TRBS 1203). The interval between the inspections to be carried out should be determined via a risk assessment process. Equipment is to be secured after the workplace has been vacated such that it poses no risk to persons or property.

Manipulation of protective and safety equipment is prohibited for all work equipment used, see in particular DGV Regulation 1 (BGV A1) paragraphs 15 and 16 and StGB para. 145.

### Definition:

Mobile electrical equipment is such equipment as can be moved during operation or easily taken from one place to another while it is connected to the power supply circuit (see also section 826-16-04 DIN VDE 0100-200).

Fixed-site electrical equipment is such as is permanently installed or as has no carrying fixtures and is so large that it cannot be moved easily. This also includes such electrical equipment as is permanently installed for a temporary period and is operated via mobile connecting cables (see also section 826-16-06 DIN VDE 0100-200).

## ■ Please note

Any instructions given by electrical installation experts appointed by Messe München GmbH must be followed. In the event that the aforementioned requirements and/or instructions are not complied with, the exhibition stand concerned will be denied access to the power supply for safety reasons.

## ■ Gastronomy

All electrical work equipment used on the Messe München GmbH exhibition grounds must be in a proper, safe and tested condition and handled as intended. This applies to stationary work equipment, such as permanently connected steam cookers, permanently connected hot-air ovens and mobile work equipment, such as coffee machines, heating appliances, plug-in dishwashers and other plug-in large appliances, etc. (see definition). All work equipment (including private appliances) must be provided with an inspection sticker stating the month and year of the last and forthcoming inspection. At Messe München GmbH's request, the inspection report for the last inspection carried out must be submitted, stating the basis for the inspection, the inspection procedure including the type and scope of inspection. All inspections must have been carried out by a qualified person in accordance with the German Ordinance on Industrial Safety and Health (BetrSichV), in conjunction with the Technical Rules for Industrial Safety 1203 (TRBS 1203). Inspection intervals required are to be determined by a risk assessment. When leaving the workplace, work equipment must be secured in such a way that it poses no danger to persons or property. Manipulation of protective and safety equipment is prohibited for all work equipment used.

Work equipment should be visually inspected daily before starting work. Appliances identified as defective must be shut down immediately.

The "cascading" of extension cables and cables with multiple sockets is not permitted.

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	

The technical infrastructure of the ICM Foyer differs from the halls. If your order cannot be carried out, the ICM will contact you.

**We hereby order subject to the conditions of contract detailed on page 4:**

Please mark	Item no.	Main electrical connection (Foyer and Halls)		EUR/unit
	32102	<b>2 kW (Foyer) / 3 kW (Halls)</b> AC only, no three-phase current	Including distribution board 1: 2 AC outlets (230 V, 50 Hz), 1 AC outlet (6A) for continuous power supply (see page 2 for illustration)	277.00

Please mark	Item no.	Main electrical connection (Foyer and Halls)	Includes dist. board 4 or CEE adapter – please mark box with choice	EUR/unit
	32105	<b>5 kW</b> (230 V/400 V, 50 Hz)	<input type="checkbox"/> Dist. board 4 (see page 2) <b>or</b> <input type="checkbox"/> CEE 32 A	511.00
	32110	<b>10 kW</b> (230 V/400 V, 50 Hz)	<input type="checkbox"/> Dist. board 4 (see page 2) <b>or</b> <input type="checkbox"/> CEE 32 A	679.00
	32115	<b>15 kW</b> (230 V/400 V, 50 Hz)	<input type="checkbox"/> Dist. board 4 (see page 2) <b>or</b> <input type="checkbox"/> CEE 32 A	905.00
	32120	<b>20 kW</b> (230 V/400 V, 50 Hz)	CEE 32 A adapter	1,011.00

Please mark	Item no.	Main electrical connection (Halls)	EUR/unit
	32130	<b>30 kW</b> (230 V/400 V, 50 Hz) CEE 63 A	1,341.00
	32140	<b>40 kW</b> (230 V/400 V, 50 Hz) CEE 63 A	1,685.00
	32150	<b>50 kW</b> (230 V/400 V, 50 Hz) CEE 125A	1,985.00
	32165	<b>65 kW</b> (230 V/400 V, 50 Hz) CEE 125A	2,477.00
	32185	<b>85 kW</b> (230 V/400 V, 50 Hz) CEE 125A	3,159.00

Item no.	Labor costs	EUR/unit
32850	Labor costs for other electrical installations	76.50

The power is supplied via a TN-S system (3 phases, one neutral conductor, one earthed conductor). If distribution boards by Messe München GmbH are used, the earthing work may only be carried out by a service partner accredited by Messe München GmbH. Depending on model and type of stand construction, stand may require connection to the protective conductor (earthing/equipotential bonding) in accordance with DIN ENVDE 0100 (see also Instruction Sheet "Notice on Electrical Installation Work on Exhibition Stands").

**Please note: The cost of power consumed by the various electrical connections are included in the price for the main electrical connection. A surcharge (item no. 32853) amounting to EUR 113.00 will be raised for any orders/plans submitted five calendar days or later before the start of the official setup period. To facilitate installation of a main electrical connection, a ground plan (page 3) must be submitted.**

#### We will supply our own primary distribution system

- Yes, our distributor is equipped with a master switch and a 30 mA RCD (residual current device).
- No, we will need a special distribution system (see page 2):

Please call me at phone no. \_\_\_\_\_

#### We plan to erect a platform / raised floor on our stand

- Yes, the clearance between the hall floor and the platform / raised floor is approx. \_\_\_\_\_ cm
- No

- Yes, we need equipotential bonding for a suspension unit (main hall floor electrical connection, only transfer point, item no. 32872 EUR 21.60).

The equipotential bonding connection between this transfer point and the cross-beam with lighting system may be carried out by the exhibitor's own electricians or be ordered for execution by the accredited electrical contractor.

- Yes, electrical equipment / exhibits will be operated with a frequency converter.

Place / date

Company stamp and legally binding signature of exhibitor

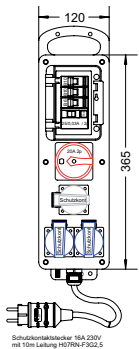
## ■ Explanation for panel boards for main electrical connection

Below you will see descriptions and schematic representations for distribution board 1, included with a 2 and 3 kW, respectively main electrical connection, and for distribution board 4, included with main electrical connections 5 kW up to 15 kW. If a

CEE 32 A adapter is ordered together with a main electrical connection up to 15 kW prior to the commencement of the event, the **subsequent ordering** (during the stand set-up period) of a **distribution board 4** will result in costs of **EUR 181.00 per unit**.

### Up to 3 kW max.

#### Distributor panel 1



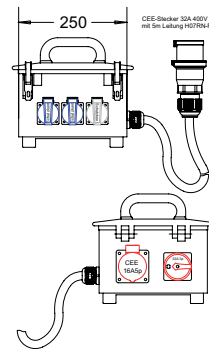
2 AC outlets (16 A) for AC appliances and devices (e.g. music and video systems) and  
1 AC outlet (6 A) for continuous power supply (e.g. refrigerator, fax machine)

**Panel box dimensions:**

W = 120 mm  
H = 450 mm  
D = 120 mm

### Up to 15 kW max.

#### Distributor panel 4



1 CEE outlet (16 A) for 230 V/400 V 50 Hz three-phase connections,  
2 AC outlets (16 A),  
1 AC outlet (6 A) for continuous power supply (e.g. refrigerator, fax machine)

**Panel box dimensions:**

W = 300 mm  
H = 300 mm  
D = 300 mm

## ■ More distributor panels for main electrical connection

If the power supply of distributor panel 4 is not sufficient for your needs, you may alternatively order either distributor panel 2 or 3. **In addition** to the connection price of item no. 32105–32115, you will be invoiced separately for the selected panel –

regrettably, we are unable to offer a credit note for distributor panel 4. All distributor panels/modules are equipped with a master switch, one or more 30 mA RCDs (residual current device) and type B mini circuit breakers.

### Up to 15 kW max.

Quantity	Item no.	Distributor panel 2	EUR
	32602	5 AC outlets (16 A) for AC appliances and devices (e.g. music and video systems) and 1 AC outlet (6 A) for continuous power supply (e.g. refrigerator, fax machine)	<b>188.00</b>
		<p><b>Panel box dimensions:</b> W = 180 mm H = 500 mm D = 130 mm</p>	

### Up to 20 kW max.

Quantity	Item no.	Distributor panel 3	EUR
	32603	9 AC outlets (16 A) for AC appliances and devices (e.g. music and video systems) and 1 AC outlet (6 A) for continuous power supply (e.g. refrigerator, fax machine)	<b>470.00</b>
		<p><b>Panel box dimensions:</b> W = 380 mm H = 370 mm D = 320 mm</p>	

Place / date

Company stamp and legally binding signature of exhibitor

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

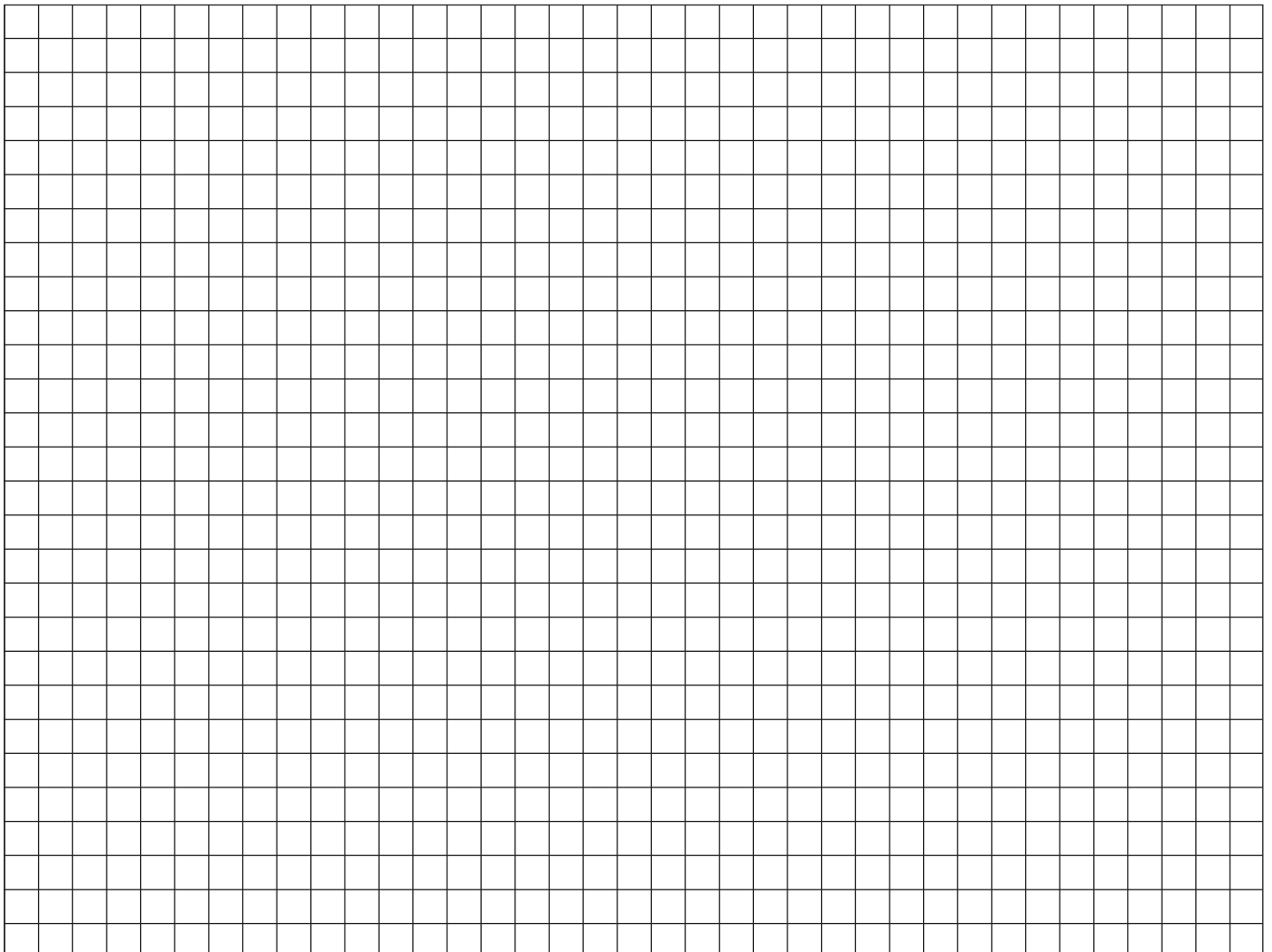
Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Please indicate the desired positioning of the main electrical connection with orientation by showing the neighboring stands, aisles, hall entrances and by entering a north-pointing arrow on the ground plan!



Scale 1 : 100 (1 m = 1 cm)  
1 : 50 (1 m = 2 cm)

## ■ Electricity connection and supply conditions

1. Please use form 3.1i to order main connection. Orders and stand diagrams must be submitted no later than six weeks prior to the beginning of stand assembly to Messe München GmbH. No guarantee can be given for the timely completion of installations applied for after this deadline.
2. **A surcharge (item no. 32853) amounting to EUR 113.00 will be raised for any orders/plans submitted five calendar days or later before the start of the official setup period. Moreover, Messe München GmbH reserves the right to raise a surcharge for any orders received after the given closing date.** Electrical installations are provided on a rental basis only.
3. Power supply lines will be installed in utility ducts wherever possible, from which they will be branched to the power supply transfer point—as ordered via form 3.1i page 3—at ground level. In the foyers and entrance buildings, power will be supplied via the nearest available floor box outlet point. Electrical installations within the stand and downstream of the transfer point between Messe München GmbH and the exhibitor may be carried out by the exhibitor's own electricians or specialist electrical contractors (see also form 3.1i, page 3). Only service partners officially accredited by Messe München GmbH have the right to use the utility ducts.
  - 3.1 As of 100 kW, the transfer point consists of open cable ends. Should a service partner connect these cable ends at the request of the exhibitor, there is no liability on his part and no obligation to check the exhibitor's own distribution!
  - 3.2 The exhibitor/stand builder is responsible for the proper laying of the power supply line (cable) on his stand downstream of the cable exit point from the utility duct!
4. **The ordering party declares that he and the companies appointed by him will, during the stand setup period, the duration of the fair and the stand dismantling period, comply with all statutory and insurance-related requirements. These include the provisions set out in the BayBO, TRBS 1201, VDE 0100, BGV A1, BGV A 3 and BGI 608 as well as the special terms laid down by Messe München GmbH. Work on electrical installations may only be carried out by qualified electricians in accordance with TRBS 1201. All distributors used must be protected via a master switch and a TYPE A  $U\Delta n \leq 30$  mA RCD (residual current device). If frequency converters, alternators without transformers, EMC filters or other electronic components capable of generating stationary, variable or transient leakage current or DC residual current in excess of 6 mA are connected, TYPE B (SK) or B+ RCDs, or for 2-pin electrical appliances TYPE F RCDs are to be used. Serious violation of the regulations (including DIN VDE 0100) will result in the power supply being cut off. In such cases, no refund shall be due on the costs of installations already completed. Charges for the main connection will be invoiced in every case.**
5. All exhibition stand electrical installations will be inspected and approved by an expert for compliance with the regulations currently effective in Munich. Any deficiencies found are to be immediately rectified. Trusses with lighting systems are to be equipped by the system installer with additional protective potential equalization (copper, min. 10 mm<sup>2</sup>) as per VDE 0100 part 711. The transfer point on the hall floor can be ordered via this form (3.1i). The equipotential bonding connection between this transfer point and the truss with lighting system may be carried out by the exhibitor's own electricians or be ordered for execution by the accredited electrical contractor. Alternative energy sources such as batteries, off-grid solar power generation systems and the like are not permitted.
6. **The invoice shall be based on the order placed using form 3.1i plus a late delivery surcharge, if applicable. Deviations between order and delivery, e.g. additional orders or change of orders on site, shall be recorded on the Confirmation of rendered services and invoiced additionally. The Confirmation of rendered services supplied to the exhibitor or ordering party should be reviewed, countersigned and returned as soon as possible. The Confirmation of rendered services will be subsequently used for invoicing purposes. Grievances pertaining to the scope of products and services provided must be addressed to Messe München GmbH, prior to stand disassembly in order to allow the opportunity for an appropriate assessment. Subsequent complaints regarding the scope of products or services will not be acknowledged.**
7. Repair work conducted on equipment not installed by Messe München GmbH will no longer be carried out by Messe München's service partners for insurance reasons. A voluntary decision will be taken by the service partners in emergencies, but any work conducted will be invoiced according to actual cost.
8. Cancellations are only possible up to 14 calendar days prior to the start of the general stand setup period. The services provided up until this point in time are to be remunerated. After this time, Messe München GmbH is entitled but not obliged to provide the services ordered. The additionally provided services are to be remunerated. Any amendment thus constitutes a cancellation of the original order and placement of an additional order.
9. The exhibitor is obliged to disconnect the power supply daily after the exhibition closes, using the master switch incorporated in the main connection. Circuits for devices needing a continuous current supply (separate outlets and circuits required) are exempt. The exhibitor shall be fully liable for the electrical installation and use thereof within his stand area.
10. **For safety reasons, Messe München GmbH reserves the right to switch off the entire power supply to exhibitors once the event has ended.**
11. The main electrical connection ordered is already available for use during the stand setup period.
12. Messe München GmbH's General Terms of Contract for Exhibitor Services are a constituent part of any contract concluded.

Exhibitor \_\_\_\_\_

Hall / Stand no. \_\_\_\_\_

Outdoor exhibition area / Block \_\_\_\_\_

VAT no. \_\_\_\_\_

Contact \_\_\_\_\_

Street / P.O. Box \_\_\_\_\_

E-mail \_\_\_\_\_

Country / Town / Postcode \_\_\_\_\_

Tel. with area code and ext. \_\_\_\_\_

We hereby order—in the name and on behalf of the aforementioned exhibitor—subject to acceptance of the terms of contract set out on pages 2 and 3:

## ■ Stand cleaning

Stand area/m<sup>2</sup> \_\_\_\_\_

The initial cleaning after the end of setup as well as all further cleanings are carried out the night before the following day of the event.

- One-off cleaning of floor surfaces and the horizontal surfaces of tables, chairs and counters
- Emptying of waste containers
- Vacuuming of textile floor coverings and / or wet wiping of hard floor coverings

For the duration of the event

Yes

No, only on the following days \_\_\_\_\_

Prices stand cleaning:

- Initial cleaning at end of setup: EUR 2.65/m<sup>2</sup> (item 30860)
  - Each further cleaning: EUR 1.10/m<sup>2</sup> per cleaning (item 30861)
- All prices quoted are net and subject to statutory value-added tax.

## ■ Related services including consulting

Stand area/m<sup>2</sup> \_\_\_\_\_

The cleaning contractor appointed by Messe München would be pleased to advise you on site and provide you a personalized offer for special and additional services.

Please checkmark	Item no.	Description	EUR
<input type="checkbox"/> daily	30862	Cleaning of furniture, display cases, doors, partition walls and door frames; cleaning of glass; cleaning of exhibits, vehicles; removing heel marks and other cleaning work	48.90/hour
<input type="checkbox"/> one-time	30863	Cutting of plastic sheeting	0.95/m <sup>2</sup>
	30864	Cutting of plastic sheeting incl. cleaning of flooring areas	1.70/m <sup>2</sup>
	30865	Special cleaning of stand after stand party	Surcharge of 1.10/m <sup>2</sup>

Appointment on stand for consultation on (date/time) \_\_\_\_\_

Contact person / Mobile phone no. \_\_\_\_\_

Place / date \_\_\_\_\_

Company stamp and legally binding signature of exhibitor \_\_\_\_\_

## ■ Important

The minimum order value is EUR 50.00 even in the case that the sum of the ordered services is less than EUR 50.00.

Any orders submitted later than two calendar days prior to the commencement of the event are subject to a late order surcharge of 25% of the of the invoice value of cleaning services (item 30866).

Gross exhibition space is the basis of calculation. Should any cleaning be required in lockable areas (e.g. booths, cubicles, etc.), the cleaning contractor appointed by Messe München GmbH must be supplied with the appropriate keys. In such cases, kindly arrange an appointment with the relevant cleaning contractor in good time for handing over the keys. The exhibitor must have an electrical supply available on the stand for usage by the cleaning staff.

A confirmation of order will be sent to the e-mail address indicated above.

Any complaints must be lodged with the cleaning contractor appointed by Messe München GmbH by 10:00 on the day after execution of work. Later complaints cannot be considered.

Messe München GmbH will appoint one of the two cleaning contractors mentioned below pursuant to the hall area of competence below to render the services ordered on behalf of Messe München GmbH:

**Herrmann & Schmidt - Dienstleistungen**  
 Willy-Brandt-Allee 9 | 81829 München | Germany  
 Tel. +49 89 949-24700 | Fax +49 89 949-24707  
 orders@standreinigung.de | www.standreinigung.de  
 ICM, Halls A1–A3, B0–B3, C1–C3, West Entrance,  
 outdoor exhibition area FN



Service quality tested  
as a service partner of  
Messe München

## ■ General terms of business for Rendering Cleaning Services

### § 1 Area of application

1. The order will be executed on the basis of these General Terms of Business. Messe München GmbH's General Terms of Contract for Exhibitor Services apply additionally and are also a constituent part of the contract.
2. Any of the customer's General Terms of Business conflicting with, deviating from or supplementing the above only become a constituent part of the contract when and insofar as Messe München GmbH has explicitly approved their validity. The approval requirement applies in all cases, notably when the cleaning contractor appointed by Messe München GmbH unconditionally executes the customer's order in the knowledge of conflicting or deviating terms of the customer. All supplementary agreements and ancillary undertakings must be agreed in writing.

### § 2 Nature and scope of the service

1. Service extensions are only valid if they are stipulated in terms of nature and scope by persons authorized to do so in writing or exceptionally by word of mouth.
2. An order is deemed to have been placed when the cleaning contractor appointed by Messe München GmbH commences with execution of the order with the customer's knowledge prior to agreement on all points of the order concerned and without any objection on the customer's part.
3. The customer is obliged to take all material and organizational measures necessary to ensure that the services can be rendered in an unrestricted and proper manner. Any extra expense incurred by way of the customer's duty to assist is payable by the customer. The customer is obliged in this respect to provide the employees and agents of the cleaning contractor appointed by Messe München GmbH with unrestricted access to the areas to be cleaned, lighting and power connections for a sufficiently long period prior to and after the event. Should the areas to be cleaned be located within lockable areas (e.g. booths, cubicles), the relevant keys are to be handed over to the cleaning contractor appointed by Messe München GmbH one day prior to the start of the event. Should the customer be unable to fulfill his duty to assist or should he hinder execution of the services ordered, Messe München GmbH is entitled to claim performance in full.
4. If certain detergents and/or operating resources are prescribed by the customer, the latter is to make them available to the cleaning contractor appointed by Messe München GmbH on site free of charge. Should Messe München GmbH or the cleaning contractor appointed by it be asked to provide the operating resources prescribed by the customer, they will be billed to the customer, insofar as they are not a constituent part of the order concerned, at the selling price of the supplier of the cleaning contractor appointed by Messe München GmbH pursuant to the former's price list valid at the given time, plus an administrative and handling flat charge of 20%. The customer assumes liability for the suitability, technical functionality and safety of the operating resources he prescribes. Messe München GmbH and/or the cleaning contractor appointed by it have no duty of verification in this respect.
5. For the purpose of proper service provision, the customer is to ensure that the areas to be cleaned are in a reasonable and notably not unduly soiled state. Insofar as negative and not merely insignificant deviations from this reasonable state impede service provision and/or incur enhanced expense, Messe München GmbH is entitled to increase contractual remuneration appropriately.
6. Service provision is limited to the services stated on the Stand Cleaning order / online form. Additional services are to be clarified on site with an employee of the cleaning contractor appointed by Messe München GmbH authorized to do so at an appointment for consultation to be decided and set out in writing. No separate order confirmation is required for these additional services.
7. Any operator responsibility remains with the customer. The customer is entitled to issue instructions to a normal and reasonable extent vis-à-vis the cleaning staff of the cleaning contractor appointed by Messe München GmbH. The customer is responsible for any instructions he issues. The customer is not entitled to issue instructions to agents of the cleaning contractor appointed by Messe München GmbH; such instructions may only be issued vis-à-vis the cleaning contractor appointed by Messe München GmbH.
8. The cleaning contractor appointed by Messe München GmbH is the contact for services ordered as well as for complaints and claims.

### § 3 Subcontracting of services

1. Messe München GmbH and the cleaning contractor appointed by it are entitled to appoint third parties for service provision and subcontract the order in full or

in part, insofar as such interests of the customer as are worthy of protection are not impaired by this.

2. All declarations issued by the cleaning contractor appointed by Messe München GmbH or its agents vis-à-vis the customer within the framework of this contract are deemed to have been issued by Messe München GmbH. All declarations issued by the customer vis-à-vis the cleaning contractor appointed by Messe München GmbH or its agents are deemed to have been issued vis-à-vis Messe München GmbH.

### § 4 Acceptance and warranty

1. The work executed by the cleaning contractor appointed by Messe München GmbH is to be checked by the customer immediately after it has been completed. Any complaints are to be reported to the cleaning contractor appointed by Messe München GmbH without delay but no later than 10:00 on the day after its execution, whereby the location, nature and extent of the defect are to be described precisely. Any complaints received later cannot be considered.
2. Should complaints be lodged justifiably by the customer concerning contractually agreed services, the cleaning contractor appointed by Messe München GmbH is obliged to render subsequent performance. No warranty will be assumed for defects and damage attributable to the customer withholding important information on the nature and characteristics of the areas and objects to be cleaned from the cleaning contractor appointed by Messe München GmbH. The same applies if the customer fails to take adequate measures with regard to the accessibility and/or reachability of the areas to be cleaned.
3. Should complaints about contractually agreed services be lodged justifiably by the customer, the cleaning contractor appointed by Messe München GmbH is entitled to render subsequent performance. The customer's claims based on complaints attributable to the customer withholding important information on the nature and characteristics of the areas and objects to be cleaned from the cleaning contractor appointed by Messe München GmbH that the contractor must not necessarily be aware of may not be asserted. The same applies if the customer fails to take adequate measures with regard to the accessibility and/or reachability of the areas to be cleaned.
4. If the defects cannot be rectified or the cleaning contractor appointed by Messe München GmbH cannot reasonably be expected to attempt subsequent performance a second time, the customer may reduce remuneration or cancel the contract or withdraw from same. The customer is not entitled to cancel the contract for merely minor contractual violations. The customer's claims for compensation and/or reimbursement of futile expense may only be asserted pursuant to § 8 and are otherwise ruled out.

### § 5 Measurements

1. The measurements on which the invoice is based are to be determined pursuant to the guidelines for contract placement and billing issued by the German Association of the Building Cleaning Trade in the version valid at the given time.
2. If the customer does not object to measurements specified without delay, the measurements are deemed to have been accepted.
3. Should one of the contracting parties establish that the measurements on which the invoice is based are incorrect, the new measurements determined jointly by the customer and the cleaning contractor appointed by Messe München GmbH only apply to future invoices. Reimbursements or additional claims for the past are ruled out.

### § 6 Liability

1. Messe München GmbH is liable for willful or grossly negligent behavior in accordance with statutory regulations. Its obligation to pay compensation is limited to such damage as occurs typically and is foreseeable.
2. For such damage as is verifiably attributable to cleaning services, Messe München GmbH is liable within the scope of the liability insurance taken out by the cleaning contractor appointed by Messe München GmbH, but only to a maximum amount of EUR 100,000 per claim. Proof of insurance coverage is to be provided to the customer at the latter's request. No liability is assumed for such damage as is not reported without delay to the cleaning contractor appointed by Messe München GmbH.
3. Statutory regulations apply in the case of harm to life, body or health.
4. No liability is assumed for the negligent breach of non-material contractual duties.



5. The limitation of liability also applies in favor of the employees of Messe München GmbH and the cleaning contractor appointed by it as well as the latter's agents and subcontractors.
6. Liability for indirect or direct consequential damage and damage due to lost profit is ruled out.

**§ 7 Force majeure**

Should it be impossible for the cleaning contractor appointed by Messe München GmbH to provide a service due to force majeure notably as a result of raw material, energy and labor shortages, labor disputes, serious transport disruptions, non-culpable or unforeseeable operational disruptions, regulatory measures that are not attributable to it, pandemics or other events beyond its control, there is no obligation to provide the service for as long as the hindrance to service provision lasts and providing the cleaning contractor appointed by Messe München GmbH has informed the customer of this in writing in good time.

**Return to:**

Messe München GmbH  
Security, Logistics and Traffic  
Am Messesee 2 | 81829 München | Germany  
security@messe-muenchen.de



Service quality tested  
as a service partner of  
Messe München

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	

We hereby commission—in the name and on behalf of the aforementioned exhibitor—the stand security service provider of Messe München GmbH as indicated and subject to acceptance of the terms of contract on page 2, the following special stand security service at the dates and times set out below. Please forward:

**Veranstaltungsdienst Paul Mayr GmbH & Co. KG**  
Tel. +49 89 949 - 24500 | sonderwache@vd-mayr.de  
Part no. 30690

**VSD Veranstaltungs- und Sicherheitsdienst PRIMAs GmbH**  
Tel. +49 9471 604176-0 | messemuenchen@vsdprimasgmbh.de  
Part no. 30710

	EUR/hour
Special stand security services provided by qualified security personnel	46.90 <sup>1)</sup>

<sup>1)</sup> prices plus VAT; kindly consult page 2 for any surcharges that may be due.

Security services commence at the point in time ordered and generally end when the stand setup/dismantling staff arrive. Should security services be required to end irrespective of when the stand setup/dismantling staff arrive, please enter the date and time required in the "End of stand security period" column. The minimum period of deployment charged for each guard and each individual duty call is 4.5 hours. No surcharges are raised for work on Sundays, public holidays or at night, but are raised for short-notice orders (see page 2). Amendments to the order must be made in text form.

Security services are provided exclusively by the companies Veranstaltungsdienst Paul Mayr GmbH & Co. KG, Poccistraße 8, 80336 Munich, and VSD Veranstaltungs- und Sicherheitsdienst PRIMAs GmbH, Augustenstr. 47, 93133 Burglengenfeld. Neither the exhibitor nor any other companies may provide security services. Your contact for the services commissioned as well as for any related complaints and claims are the companies Veranstaltungsdienst Paul Mayr GmbH & Co. KG, tel. +49 89 949 24500; e-mail: sonderwache@vd-mayr.de, and VSD Primas GmbH, tel. +49 9471 604176-0, e-mail: messemuenchen@vsdprimasgmbh.de

We wish to be provided with special stand security services on the following dates

Number	Start of stand security period		End of stand security period	
	date	time	date	time
	from	(time)	to	(time)
	from	(time)	to	(time)
	from	(time)	to	(time)
	from	(time)	to	(time)
	from	(time)	to	(time)
	from	(time)	to	(time)

Please state the name of the stand manager or other authorized person to be contacted on the stand.

Name \_\_\_\_\_ Mobile phone. no. \_\_\_\_\_

Place / date \_\_\_\_\_ Company stamp and legally binding signature of exhibitor \_\_\_\_\_

## ■ Surcharges

For short notice orders, the following surcharges will be raised per hour:

**for orders received four days or later before the official event set-up date: 25%, part no 30692**

In the period during night closing time (one hour after the end of the trade fair to one hour prior to the start of the trade fair), neither the exhibitor's staff nor any outside personnel appointed by him may stay at the stand, in the halls or on the exhibition grounds.

The presence of a security guard does not in principle constitute insurance of the goods to be guarded.

## ■ General Terms of Business for Stand Security Services

1. For the purposes of carrying out the orders we accept, only such persons as are reliable are deployed. All orders are carried out using our technical expertise and experience. Special requests and instructions from the customer must be made in writing, as must any subsequent changes to the agreements made.
2. Complaints of any kind relating to the execution of a given order are to be reported immediately to the management of the selected security service provider for the purpose of remedial action. Should the violations concerned be of such a significant nature that the purpose of the contract is put at risk, the customer is entitled to cancel the contractual relationship without notice, provided that the management of the selected security service provider has been notified in writing without delay and no corrective action has been taken within the appropriate period of time set.
3. In cases of force majeure, Messe München GmbH is entitled to interrupt or appropriately amend the execution of orders to the extent that their execution is not possible. The customer is not obliged to pay the respective charges during the period of interruption in the execution of the given order.
4. The agreed remuneration is due without deduction immediately following completion of services rendered. In the case of cash collection services, the company is entitled to take the amount due to it by way of remuneration from the cash collected.
5. No amounts due may be offset against the remuneration claims of the company nor is the customer entitled to assert his right to withhold payment to the extent that the claims concerned are neither undisputed nor court-approved.
6. Any complaints or claims relating to our services must be reported immediately to the manager of the selected security service provider, who processes them on behalf of Messe München GmbH. Reports received too late or after the contract has ended cannot normally be accepted or processed.
7. Messe München GmbH is liable for willful or grossly negligent behavior in accordance with statutory regulations. Its obligation to pay compensation is limited to such damage as occurs typically and is foreseeable. For such damage as is verifiably attributable to security services, Messe München GmbH is liable within the scope of the liability insurance taken out by the selected security service provider. Concrete proof of insurance is to be provided to the customer at the latter's request. Statutory regulations apply in the case of harm to life, body or health. No liability is assumed for the negligent breach of non-essential contractual duties. The limitation of liability also applies in favor of the employees of Messe München GmbH and the selected security service provider.
8. The selected security service provider has third-party liability insurance coverage with the following limits:
  - a) for damage to persons and property up to a maximum amount of EUR 10,000,000.
  - b) for loss of guarded items up to a maximum amount of EUR 1,000,000.
  - c) for financial losses up to a maximum amount of EUR 100,000.  
The security service providers have undertaken vis-à-vis Messe München GmbH to maintain the coverage offered by their third-party liability insurance up to the limits detailed under points a) to d) and to provide evidence of the existence of the third-party liability insurance coverage if required to do so.
  - d) for environmental liability claims up to a maximum amount of EUR 5,000,000
9. The liability claim lapses if the client does not immediately notify the selected security service provider of the damage in writing and, in the event of rejection by the selected security service provider or its insurance company, asserts the claim in court against Messe München GmbH within three months following rejection.

10. The customer may not himself employ personnel supplied by the selected security service provider for similar purposes during the term of contract and for one year following the termination of contract.
11. All declarations issued by the security service provider Veranstaltungsdienst Paul Mayr GmbH & Co. KG and VSD Primas GmbH vis-à-vis the customer within the scope of this contractual relationship are deemed to have been issued by Messe München GmbH. All declarations issued by the customer vis-à-vis the selected security service provider within the scope of this contractual relationship are deemed to have been issued vis-à-vis Messe München GmbH.
12. The contract in respect of execution of the given order is binding from the point in time at which the customer receives written confirmation of order. Any contractual agreement that has been concluded also applies to any legal successors the customer may have.
13. Messe München GmbH's General Terms of Contract for Exhibitor Services apply additionally and are also a constituent part of the contract.

### Special agreements

#### Additional terms of deployment A

1. Messe München GmbH draws the customer's attention to the fact that the liability amounts stated in Section 8 of the Terms and Conditions of Stand Security Services only apply to cases of damage in which liability is not excluded. **The provision of security personnel does not in principal constitute insurance cover for the goods to be guarded.** Customers are advised to take out insurance for the items to be guarded.
2. In the case of special security contracts, Messe München GmbH expects the customer to ensure that particularly valuable items are not left open or unprotected in the area to be guarded, even if they are insured and security service staff is deployed; please take the necessary precautions. As far as exhibition stands are concerned, it is advisable to take the necessary steps to protect all goods and exhibits as far as possible – e.g. covering items, fixing them in place or fastening them together provides enhanced security. Under no circumstances should cash be left on the exhibition stand or in the area to be guarded, while any lockable rooms, cupboards, display cabinets and the like should be kept locked.

#### Additional terms of deployment B

1. If required, the customer may give instructions to the security staff deployed on his stand by the selected security service provider. Should several persons be deployed as security staff, the selected security service provider will appoint a supervisor via whom the customer can issue his instructions.
2. In your capacity as customer or organizer, you are authorized to issue instructions to the deployed security personnel of the selected security service provider within the scope of what is customary and reasonable. The customer shall bear full responsibility for the instructions given. Should several persons be deployed as security staff, the customer should only issue instructions to the supervisor appointed for the specific deployment by the the selected security service provider.
3. The security staff deployed on the customer's stand by the the selected security service provider are instructed by us to do all they can to support the customer with ensuring compliance with the regulations laid down by the police, the local administration department, the police fire service, the youth welfare office and other relevant authorities. Neither Messe München GmbH nor the staff of the selected security service provider can be held responsible for regulatory compliance.

#### Additional terms of deployment C

1. Under these terms, the customer decides on the number of security service staff required and, as such, is responsible for deployment planning. Any problems in terms of the provision of service arising from insufficient numbers of security service staff are therefore not the responsibility of the security service company.
2. The customer is solely responsible for compliance with and fulfilment of all conditions and regulations relevant to the venue of the given event.

### Contact and invoicing:

Neumann & Müller GmbH & Co. KG  
Wettersteinstraße 1 | 82024 München | Germany  
Tel. +49 89 500361540 | Fax +49 89 500361597  
ICM.Muenchen@NeumannMueller.com



Service quality tested  
as a service partner of  
Messe München

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	

We herewith order the following on the rental terms quoted (kindly note that your signature is required on page 3).  
All prices are quoted in euros and include the cost of rental, delivery, setting up and dismantling, but are exclusive of VAT.

## ■ Displays

Quantity	Item no.	Description	1-2 days	3 days	4 days	5-6 days	7 days
	01	32" / 82 cm LED display, 16:9, full HD	<input type="checkbox"/> 170.00	<input type="checkbox"/> 340.00	<input type="checkbox"/> 350.00	<input type="checkbox"/> 360.00	<input type="checkbox"/> 370.00
	02	40" / 108 cm LED display, 16:9, full HD	<input type="checkbox"/> 240.00	<input type="checkbox"/> 395.00	<input type="checkbox"/> 405.00	<input type="checkbox"/> 415.00	<input type="checkbox"/> 425.00
	03	49" / 123 cm LED display, 16:9, full HD	<input type="checkbox"/> 320.00	<input type="checkbox"/> 475.00	<input type="checkbox"/> 485.00	<input type="checkbox"/> 495.00	<input type="checkbox"/> 505.00
	04	55" / 139 cm LED display, 16:9, 4K	<input type="checkbox"/> 410.00	<input type="checkbox"/> 495.00	<input type="checkbox"/> 505.00	<input type="checkbox"/> 515.00	<input type="checkbox"/> 525.00
	05	65" / 165 cm LED display, 16:9, 4K	<input type="checkbox"/> 500.00	<input type="checkbox"/> 575.00	<input type="checkbox"/> 585.00	<input type="checkbox"/> 595.00	<input type="checkbox"/> 605.00
	06	75" / 190 cm LED display, 16:9, full HD	<input type="checkbox"/> 650.00	<input type="checkbox"/> 755.00	<input type="checkbox"/> 795.00	<input type="checkbox"/> 835.00	<input type="checkbox"/> 875.00
	07	84" / 216 cm LED display, 4K 3,840 x 2,160	<input type="checkbox"/> 990.00	<input type="checkbox"/> 1,090.00	<input type="checkbox"/> 1,195.00	<input type="checkbox"/> 1,295.00	<input type="checkbox"/> 1,395.00
	08	98" / 248 cm LED display, 16:9, full HD 1,920 x 1,080	<input type="checkbox"/> 1,450.00	<input type="checkbox"/> 1,695.00	<input type="checkbox"/> 1,795.00	<input type="checkbox"/> 1,895.00	<input type="checkbox"/> 1,995.00

Other sizes available on request.

## ■ Accessories & Players

Quantity	Item no.	Description	1-2 days	3 days	4 days	5-6 days	7 days
	09	Floorstand for 32"-46" displays	<input type="checkbox"/> 50.00	<input type="checkbox"/> 85.00	<input type="checkbox"/> 95.00	<input type="checkbox"/> 105.00	<input type="checkbox"/> 115.00
	10	Floorstand for 46"-75" displays	<input type="checkbox"/> 120.00	<input type="checkbox"/> 165.00	<input type="checkbox"/> 175.00	<input type="checkbox"/> 185.00	<input type="checkbox"/> 195.00
	11	Floorstand for 84"-98" displays	<input type="checkbox"/> 260.00	<input type="checkbox"/> 365.00	<input type="checkbox"/> 375.00	<input type="checkbox"/> 385.00	<input type="checkbox"/> 395.00
	12	Professional 4K / full HD player (Brightsign)	<input type="checkbox"/> 65.00	<input type="checkbox"/> 65.00	<input type="checkbox"/> 65.00	<input type="checkbox"/> 70.00	<input type="checkbox"/> 75.00
	13	Laptop 15", includes Windows rental license and Office package	<input type="checkbox"/> 150.00	<input type="checkbox"/> 220.00	<input type="checkbox"/> 245.00	<input type="checkbox"/> 260.00	<input type="checkbox"/> 280.00
	14	Mini PC, includes Windows rental license and Office package	<input type="checkbox"/> 150.00	<input type="checkbox"/> 185.00	<input type="checkbox"/> 205.00	<input type="checkbox"/> 225.00	<input type="checkbox"/> 245.00

## ■ Apple products

Quantity	Item no.	Description	1–2 days	3 days	4 days	5–6 days	7 days
	15	MacBook Pro 13" incl. current iOS	<input type="checkbox"/> 395.00	<input type="checkbox"/> 415.00	<input type="checkbox"/> 425.00	<input type="checkbox"/> 435.00	<input type="checkbox"/> 445.00
	16	MacBook Pro 15" incl. current iOS	<input type="checkbox"/> 455.00	<input type="checkbox"/> 475.00	<input type="checkbox"/> 485.00	<input type="checkbox"/> 495.00	<input type="checkbox"/> 505.00
	17	iMac 21.5" incl. current iOS	<input type="checkbox"/> 415.00	<input type="checkbox"/> 435.00	<input type="checkbox"/> 445.00	<input type="checkbox"/> 455.00	<input type="checkbox"/> 465.00
	18	iMac 27" incl. current iOS	<input type="checkbox"/> 465.00	<input type="checkbox"/> 485.00	<input type="checkbox"/> 495.00	<input type="checkbox"/> 505.00	<input type="checkbox"/> 515.00
	19	iPad Pro 9.7" incl. current iOS	<input type="checkbox"/> 355.00	<input type="checkbox"/> 375.00	<input type="checkbox"/> 385.00	<input type="checkbox"/> 395.00	<input type="checkbox"/> 405.00
	20	iPad Pro 12.9" incl. current iOS	<input type="checkbox"/> 405.00	<input type="checkbox"/> 425.00	<input type="checkbox"/> 435.00	<input type="checkbox"/> 445.00	<input type="checkbox"/> 455.00
	21	Mac Mini incl. current iOS	<input type="checkbox"/> 425.00	<input type="checkbox"/> 445.00	<input type="checkbox"/> 455.00	<input type="checkbox"/> 465.00	<input type="checkbox"/> 475.00
	22	iPad floorstand xMount	<input type="checkbox"/> 115.00	<input type="checkbox"/> 135.00	<input type="checkbox"/> 145.00	<input type="checkbox"/> 155.00	<input type="checkbox"/> 165.00

## ■ Touch Displays

Quantity	Item no.	Description	1–2 days	3 days	4 days	5–6 days	7 days
	23	32"/80 cm LED touch display, 16:9, Full HD	<input type="checkbox"/> 295.00	<input type="checkbox"/> 535.00	<input type="checkbox"/> 555.00	<input type="checkbox"/> 575.00	<input type="checkbox"/> 595.00
	24	43"/108 cm LED touch display, 16:9, 4K	<input type="checkbox"/> 495.00	<input type="checkbox"/> 550.00	<input type="checkbox"/> 575.00	<input type="checkbox"/> 595.00	<input type="checkbox"/> 615.00
	25	49"/123 cm LED touch display, 16:9, 4K	<input type="checkbox"/> 530.00	<input type="checkbox"/> 595.00	<input type="checkbox"/> 635.00	<input type="checkbox"/> 655.00	<input type="checkbox"/> 675.00
	26	55"/140 cm LED touch display, 16:9, 4K	<input type="checkbox"/> 595.00	<input type="checkbox"/> 675.00	<input type="checkbox"/> 725.00	<input type="checkbox"/> 745.00	<input type="checkbox"/> 765.00
	27	65"/165 cm LED touch display, 16:9, 4K	<input type="checkbox"/> 695.00	<input type="checkbox"/> 715.00	<input type="checkbox"/> 765.00	<input type="checkbox"/> 785.00	<input type="checkbox"/> 805.00
	28	75"/189 cm LED touch display, 16:9, 4K	<input type="checkbox"/> 795.00	<input type="checkbox"/> 885.00	<input type="checkbox"/> 945.00	<input type="checkbox"/> 995.00	<input type="checkbox"/> 1,005.00
	29	86"/217.5 cm LED touch display, 16:9, 4K	<input type="checkbox"/> 995.00	<input type="checkbox"/> 1,115.00	<input type="checkbox"/> 1,195.00	<input type="checkbox"/> 1,245.00	<input type="checkbox"/> 1,295.00

## ■ Sound Systems

Quantity	Item no.	Description	1 day	2 days	3 days	4 days	5–6 days	7 days
	30	Audio guide (person guide system) 1 x transmitter + 20 x receivers (incl. headphones)	<input type="checkbox"/> 330.00	<input type="checkbox"/> 385.00	<input type="checkbox"/> 440.00	<input type="checkbox"/> 490.00	<input type="checkbox"/> 530.00	<input type="checkbox"/> 570.00
	31	System 1, for up to 60 m <sup>2</sup> *, 2–4 compact speakers, incl. 1 radio mic	<input type="checkbox"/> 515.00	<input type="checkbox"/> 555.00	<input type="checkbox"/> 595.00	<input type="checkbox"/> 635.00	<input type="checkbox"/> 675.00	<input type="checkbox"/> 715.00
	32	System 2, for up to 100 m <sup>2</sup> *, 2–4 full-range speakers, incl. 1 radio mic	<input type="checkbox"/> 690.00	<input type="checkbox"/> 725.00	<input type="checkbox"/> 760.00	<input type="checkbox"/> 795.00	<input type="checkbox"/> 825.00	<input type="checkbox"/> 855.00
	33	Additional radio microphone, hand-held transmitter / headset	<input type="checkbox"/> 75.00	<input type="checkbox"/> 85.00	<input type="checkbox"/> 95.00	<input type="checkbox"/> 105.00	<input type="checkbox"/> 115.00	<input type="checkbox"/> 125.00
	34	DJ set comprising 2 x speakers, 2 x subwoofers, 2 x monitor speakers, power amplifier, 2 x CDJ or turntables, 1 x DJM and a DJ table incl. Molton cladding	<input type="checkbox"/> 1,495.00	<input type="checkbox"/> 1,745.00	<input type="checkbox"/> 1,995.00	<input type="checkbox"/> 2,095.00	<input type="checkbox"/> 2,195.00	<input type="checkbox"/> 2,245.00
	35	Active speaker incl. integrated wireless microphone, incl. setup and dismantling, technical service	<input type="checkbox"/> 195.00	<input type="checkbox"/> 215.00	<input type="checkbox"/> 235.00	<input type="checkbox"/> 255.00	<input type="checkbox"/> 275.00	<input type="checkbox"/> 295.00

	Operator for lift / cherry picker	98.50 / hour
	Grounder / rigging assistant on the floor	74.00 / hour
	Light technician, lighting rehearsal	75.71 / hour
	Individual configuration	on request
	*Truss-mounting / Exclusive technical support for an extra charge.	on request

## ■ Lighting & Truss Systems

Quantity	Item no.	Description
		We would be pleased to provide you with a free quote tailored to meet your specific needs.

You can contact us by telephone on **+49 89 500361540** or by e-mail at **ICM.Muenchen@NeumannMueller.com**.

We would be pleased to call you up for personal consultation at the following telephone number:

Short-notice orders may incur additional transportation costs and a late order surcharge. The General Terms and Conditions of Business of Neumann&Müller GmbH & Co. KG apply.

When ordering, kindly enclose a sketch of your stand together with details of the planned location of the equipment ordered and the power distribution system.

Once we have received your order, we will contact you without delay to clarify any necessary details.

We would be pleased to broker insurance coverage on request. The hirer is liable for any loss.

**Other presentation equipment is available on request. We would be pleased to advise you personally at our exhibition service office or by phone.**

Any contract concluded exists directly between the exhibitor and the contracting firm of Messe München GmbH. The specific terms of contract can therefore only be agreed between the exhibitor and Messe München GmbH's contracting firm.

Place / date

Company stamp and legally binding signature of exhibitor