

# Application Form Main Exhibitors

Start of space allocation:  
May 15, 2013

Please complete in full and return by mail or  
register online at [www.automatica-munich.com/application](http://www.automatica-munich.com/application)

[info@automatica-munich.com](mailto:info@automatica-munich.com), Phone +49 89 949-20121/22, Fax +49 89 949-20129  
Messe München GmbH, Messegelände, 81823 München, Germany

## Company address (billing address)

Company

Street / P. O. Box

Postal code | Town

Country

Official company representative / Title First name Last name  
 Ms  
 Mr

Manufacturer (1)  Dealer (2)  Importer (3)  Distributor with exclusive selling rights for Germany (4)  Service company (5) (multiple responses possible)

Member of the following trade association/s (optional)

### Participation fees AUTOMATICA 2014:

Row stand: EUR 199/m<sup>2</sup>  
Corner stand: EUR 229/m<sup>2</sup>  
End stand: EUR 240/m<sup>2</sup>  
Island stand: EUR 250/m<sup>2</sup>

plus mandatory communication fee (EUR 220),  
advance payment for services (EUR 15/m<sup>2</sup>), AUMA charge (EUR 0.60/m<sup>2</sup>),  
and fixed waste-disposal fee (EUR 1.50/m<sup>2</sup>)  
see clause 3 of the Special Terms of Participation (B).

VAT ID No. (required by VAT legislation)

Number and place of company registration

Homepage

## Contact person (staff member in the company)

Title First name Last name  
 Ms  
 Mr

Job function

Area code | Phone | Fax

Email (personalized)

### Response required. Please check:

- Applicants who are based in **Germany or in the European Union**: In the case of the given applicant, his/her company carries out business-related activities autonomously for the purpose of earning income on a sustainable basis (Art. 9 MwStSystRL). The applicant herewith declares that he/she is sourcing the services provided by Messe München GmbH for his/her company.
- Applicants who are **foreign government agencies** (ministries, embassies, consulates etc.) wishing to let space to co-exhibitors against a charge: The applicant is considered a business enterprise (also without VAT ID number) according to Art. 2 para. 3 of the UStG.
- Applicants who are based in a **country outside the European Union**: In the case of the given applicant, his/her company carries out business-related activities autonomously for the purpose of earning income on a sustainable basis (Art. 9 MwStSystRL). The applicant herewith declares that he/she is sourcing the services provided by Messe München GmbH for his/her company.
- Neither of the above declarations is applicable.** In such cases, Messe München GmbH will charge for its services plus statutory German sales tax even if the given applicant is based abroad.

## Address for correspondence (only if different from above)

Company

Title First name Last name  
 Ms  
 Mr

Street / P. O. Box

Job function

Postal code | Town

Area code | Phone | Fax

Country

Email (personalized)

## Press contact (optional)

Title First name Last name  
 Ms  
 Mr

Email (personalized)

## Marketing contact (optional)

Title First name Last name  
 Ms  
 Mr

Email (personalized)



## Index of products and services Main exhibitor

### Company address (please repeat)

Company

Postal code Town

Please check in which main product category you would like to be located (multiple responses possible).  
Data for catalog listing will be requested separately.

If multiple categories, please indicate main category/focal area: cat. no

#### 1 Assembly and handling technology

- Assembly stations and systems
- Storage
- Organizing, sorting and feeding
- Linking and transportation
- Fastening and joining
- Marking/labeling
- Measuring and testing
- Basis and construction elements
- Workplace systems/equipment

#### 2 Robotics

- Manufacturers
- System integrators
- Components

#### 3 Machine vision

- Vision systems
- Distributors, components

#### 4 Positioning systems

#### 5 Drive technology

#### 6 Sensor technology

#### 7 Control systems technology

#### 8 Safety technology

#### 9 Supply technology

#### 10 Software

#### 11 Services and service providers

#### 12 Research and technology

#### Other

#### Service Robotics

## Areas of application

Useful for AUTOMATICA and marketing activities.  
Please check the applicable category!

- Automotive industry (OEMs) and automotive component suppliers
- Construction industry
- Chemical industry
- Electrical and electronics industry
- Beverage and food industry
- Wood-processing industry
- Information and communications industry
- Plastics and rubber industry
- Aerospace industry
- Metalworking industry
- Paper and printing industry
- Pharmaceuticals, cosmetics, medicine industry
- Renewable energies
- Packaging industry

# Special Terms of Participation (B)

## Duration:

Tuesday, 3 to Friday, 6 June, 2014

## Opening hours visitors:

Tuesday to Friday 9:00 – 17:00

## Opening hours exhibitors:

Tuesday to Friday 7:00 – 18:00

## Organizer and financing body:

Messe München GmbH  
Messegelände  
81823 München  
Germany

Phone +49 89 949-20121/22  
Fax +49 89 949-20129  
info@automatica-munich.com  
www.automatica-munich.com

All prices indicated below are net and subject to applicable value-added tax.  
In the following, Messe München GmbH is referred to as MMG.

## B 1 Application

Applications should be filed online at [www.automatica-munich.com](http://www.automatica-munich.com) or using this form, duly completed and signed with a legally binding signature, and returned to MMG without delay.

Deadline for applications is Wednesday, May 15, 2013.

## B 2 Eligibility

Admissible as exhibitors are all domestic and international manufacturers or their German subsidiaries, master distributors, licensed dealers or service companies and companies authorized by the manufacturer to exhibit his products. Master distributors and authorized dealers may only exhibit products from manufacturers if these are not represented at the fair as exhibitors themselves. All exhibits and services must conform to the index of products and

services of this trade fair, and be indicated precisely by name and type in the application. Objects other than those registered and admitted, or used and leased machinery, may not be exhibited. MMG as the fair organizer has the final decision. Organizers of joint stands are not exhibitors as defined by the "Special Terms of Participation (B)." The participation of firms as additionally represented companies (cf. A 4) is not possible.

## B 3 Participation fee, advance payment for services (cf. A 7)

The net participation fees per m<sup>2</sup> space are:

The minimum stand size is 20 m<sup>2</sup>

<b>Row stand</b> (1 side open)	<b>EUR 199</b>
<b>Corner stand</b> (2 sides open)	<b>EUR 229</b>
<b>End stand</b> (3 sides open)	<b>EUR 240</b>
<b>Island stand</b> (4 sides open)	<b>EUR 250</b>

Two-storey stand construction

On two-storey constructions, the upper floor space is charged at 50% of the respective ground floor rate.

The participation fee covers the stand space rental and moreover comprises extensive services provided by MMG, which include in particular: advice on stand planning, advice on the technical conditions and requirements on site regarding stand design, advice on setting up and dismantling the stand, concept and public relations work for the fair, visitor marketing and visitor acquisition for the fair, preparation and organization of trade-fair related opening events, press conferences, presentations and exhibitor evenings, insofar as these are organized by MMG, the preparation and implementation of forums and special shows, insofar as these are organized by MMG or third parties on behalf of MMG, the provision of exhibitor passes for authorized persons in accordance with clause B 12 "Exhibitor passes," the provision of ticket vouchers for visitors in accordance with clause B 15 "Day ticket vouchers," the provision of advertising media, the lighting, heating and air-conditioning of all the exhibition spaces, basic guard service for the event site, regular

cleaning of general areas, the provision of loudspeaker systems used for informing visitors to the fair, and other visitor information systems including signage, the provision of visitor lounges, meeting rooms and catering facilities for exhibitors, visitors and the press within the exhibition premises, the deployment of first-aid operatives as well as traffic routing to and within the event site.

### Mandatory communication fee

Exhibitors will be charged a mandatory communication fee amounting to **EUR 220**. This fee includes the basic entry and a product group entry in the catalog (print, online and, if applicable, mobile, cf. B 11 Media services) plus one copy of the print catalog (hand-out on site at the fair) plus one electronic press compartment, and other communication services as set out in provision B 11 "Media services (Catalog – Internet – Mobile)." Exhibitors can book other entries in the respective advertising media for extra charges. Prices for the additional listing and promotion opportunities are given on the respective order forms, which will be sent to exhibitors by the contracted media services partner.

### Advance payment

The advance payment for exhibitor services ("Advance payment," cf. A 7) is **EUR 15/m<sup>2</sup>** of rented exhibition space. In the final invoice, the advance payment will be offset against the services actually ordered by the exhibitor, subject to the provisions stipulated in A 7.

## Special Terms of Participation (B)

### Cont. B 3 Participation fee, advance payment for services (cf. A 7)

#### Day ticket vouchers

Included in the participation fee are an unlimited number of redeemed vouchers for day tickets (cf. B 15).

#### AUMA charge

The German Council of Trade Fairs and Exhibitions (AUMA) levies all exhibitors a charge of **EUR 0.60/m<sup>2</sup>** of rented exhibition space. This amount is charged by MMG and transferred directly to AUMA.

#### Fixed waste-disposal fee

The flat-rate fee for waste disposal during the fair of **EUR 1.50/m<sup>2</sup>** of stand space plus statutory VAT covers the disposal of waste generated by the exhibitor at his stand during the fair. Waste disposal must be in compliance with the rules set out under para 6.1 of the Technical Guidelines.

### B 4 Co-exhibitors

The participation of companies as co-exhibitors (cf. A 4) is on principle possible. Participation is, however, subject to MMG's prior authorization. Permission to participate may be granted only if the co-exhibitor would also be eligible to participate as an exhibitor. However, a mandatory communication fee in the amount of **EUR 220** will be levied for each co-exhibitor. The mandatory communication fee for each co-exhibitor includes the same services as for the main exhibitor (cf. B 3).

Co-exhibitors must be registered by the main exhibitor on a separate form.

The participation of firms as additionally represented companies (cf. A 4) is not possible.

For each co-exhibitor without MMG admission and every single additionally represented company without MMG admission, MMG is entitled to demand a penalty charge of **EUR 440** from the exhibitor. Furthermore, MMG may demand that co-exhibitors and additionally represented companies without MMG admission vacate the stand. Should the exhibitor fail to comply with MMG's vacation demand without delay, MMG has the right of extraordinary cancellation in respect of the contractual relationship between MMG and the exhibitor.

### B 5 Terms of payment (cf. A 7)

The deadlines for payment given in the notice of admission/invoice must be observed. Prior payment of the invoiced amounts is a condition for access to the exhibition area, the basic entry in all trade fair media (print, online and/or mobile) and the provision of exhibitor passes. All invoiced amounts in all MMG invoices relating to the event, must be transferred in euro, without deductions and free of all charges to one of the accounts specified in the respective invoice, indicating the reference number.

The final invoice for all additional costs (e.g. lettering, technical services, electricity, etc.) will be sent to the exhibitor after the end of the event; it is payable immediately upon receipt.

### B 6 Dates of setting up and dismantling (cf. A 15)

#### Set-up

as of May 26, 2014, 8:00 through June 2, 2014, 18:00

On the last day of set-up, June 2, 2014, all delivery and stand-construction vehicles must be removed from the halls and the outdoor exhibition area by 18:00 at the latest. Vehicles which are still in the halls or the outdoor exhibition area after this time will be removed by MMG at the risk and expense of the respective exhibitor. Furbishing work and decoration inside the stand is possible until 20:00.

An extension of set-up time is possible only in exceptional cases with the written permission of MMG's Technical Exhibition Services Division (TES).

#### Dismantling

as of June 6, 2014, 17:00 through June 11, 2014, 18:00

Access to the fairgrounds for stand construction firms and delivery vehicles on June 6, 2014 no earlier than 17:00.

An extension of dismantling time is unfortunately not possible.

## Special Terms of Participation (B)

### B 7 Stand design and equipment

Stand designs for two-storey constructions, for stands larger than **100 m<sup>2</sup>** or stand structures exceeding **3 m** in height require prior authorization. Dimensioned drawings including floor plans and elevations on a scale of 1:100 must be submitted in duplicate to MMG's TES Division for approval no later than April 8, 2014 before set-up begins.

#### Halls, general

One-storey construction

The maximum construction height is **5 m**. The maximum advertising height (upper edge) is **7.5 m**.

Two-storey construction

The maximum construction height is **6 m**. The maximum advertising height (upper edge) is **7.5 m**.

In addition, the maximum construction height (clearance) alongside the hall walls must be observed (see description of halls and outdoor exhibition grounds).

The partition walls facing the neighboring stand must be kept white, neutral, free of installations and clean above a height of **2 m**. It is recommended that exhibitors install partition walls as demarcation to neighboring stands. MMG supplies partition walls only at the request and expense of the exhibitor. Please submit orders for these walls or additional cabin walls using forms 2.13 to 2.17. In the case of advertising structures directly facing adjoining stands, there must be a minimum distance of **2 m** to the stand perimeters. Flashing or changing lights must not be used for advertising purposes. The stand design must be adapted to suit the type of rented stand (row, corner, end, island stand), e.g. by partition wall systems. The exhibition stand should also meet the character of the respective trade fair to preserve the visual identity of the event. MMG is entitled to demand changes in stand design on this account.

#### Planning permission

Please note that, irrespective of approval by MMG's TES Division, the installer and/or operator of the exhibition stand is responsible for compliance with public statutory regulations, insofar as applicable to exhibition stands, and compliance with MMG's Technical Guidelines as well as the General Terms of Participation. No planning approval from MMG is necessary given compliance with the following requirements:

- stand and/or advertising structures no higher than **3 m**
- stand area no larger than **100 m<sup>2</sup>**
- stand is without covering/canopy.

Any stand concepts in non-compliance with the aforementioned requirements are to be submitted in duplicate for approval to MMG's TES, containing to-scale stand design plans (ground plan, elevations and sectional drawings) no later than March 31, 2014 prior to official set-up date. If items are to be suspended from the hall ceiling, the work involved must be carried out by MMG's contractors. Any painting, papering, and gluing may be carried out only by MMG's approved contractors. Nails may be inserted only in the built-in nailing battens. The use of staple guns is strictly forbidden for safety reasons. Moreover, multi-storey stands and special constructions (such as bridges, stairs, cantilever roofs, galleries, etc.) are as a general rule subject to separate approval. Please consult the "Building Regulations" set out in form 1.3 for further information. **Please note under all circumstances the requirements set out in the Technical Guidelines and the information included in the individual notices.** The respective exhibitor services order forms for further processing and additional stand services will be made available to you in due time.

### B 8 Technical installations

Applications for electric installation, water and telephone connections can be considered only if submitted in on the order forms (exhibitor service forms) available from MMG by April 8, 2014 at the latest. These forms will itemize MMG's precise terms of delivery and connection fees valid at that time.

The items and services offered can be ordered only from MMG. Orders require MMG's acceptance, which may be given tacitly, e.g. by providing the items or services ordered. The exhibitor is entitled to cancel an order for an item or service in full or in part if MMG receives the cancellation at least one week before the official set-up date. In all other cases, the contract can be cancelled only with MMG's written consent.

### B 9 Use of equipment

Only cranes, fork-lift trucks and working platforms may be used that have been provided by the MMG service partners responsible. In special cases, permission must be obtained from MMG's TES Division.

### B 10 Sales regulations

Direct sales and other services or deliveries made from the stand are not permitted. Exhibited goods may not be delivered to purchasers until after the fair has closed. Open price-labelling of exhibits is not permitted. In accordance

with section 64 of trade regulations (GewO), sales are permitted only to wholesalers, resellers or trade customers.

## Special Terms of Participation (B)

### B 11 Media Services (Catalog – Internet – Mobile)

The basic entry includes the company name, place, hall and stand number as well as the listing in the product index, and is subject to a charge (cf. B 3 mandatory communication fee). Exhibitors can book additional listings, e.g. in the product directory and other presentation opportunities in these communication media on a separate order form. Order forms will be sent to applicants in good time by the commissioned media partner, who handles these extra listings with the applicant in his own name and his own account. MMG assumes no responsibility for the accuracy and completeness of the exhibitor catalog (print, online and mobile).

The exhibitor is solely responsible for the permissibility under law—and particularly the law on competition—of any advertisement placed in the online exhibitor catalog (print, online and mobile) of MMG at the instigation of the advertiser. Should third parties assert claims against MMG on account of the impermissibility of the advertisement under law in general or the law on competition, the advertiser shall hold MMG fully safeguarded against all claims

asserted including all costs of any necessary defense in court on the part of MMG. The same applies to entries from exhibitors, co-exhibitors and exhibitors of joint pavilions that the respective exhibitor has requested in the MMG exhibitor catalog (print, online and mobile).

The official media services partner for this trade fair is:

NEUREUTER FAIR MEDIA  
Büro Essen  
Westendstraße 1  
45143 Essen  
Germany  
Phone +49 201 36547-309  
Fax +49 201 36547-325  
automatica@neureuter.de

### B 12 Exhibitor passes

Each exhibitor receives a specific number of free exhibitor passes in dependence of stand size, valid for the duration of the fair:

up to <b>20 m<sup>2</sup></b> of stand size	3 exhibitor passes
as from <b>21 m<sup>2</sup></b> for every further <b>10 m<sup>2</sup></b> or part thereof	1 exhibitor pass (in addition)
as from <b>101 m<sup>2</sup></b> for every further <b>20 m<sup>2</sup></b> or part thereof	1 exhibitor pass (in addition)

Additional exhibitor passes are available as of February 2014 on site at **EUR 29/piece**. Exhibitor passes are intended solely for stand personnel and must not be passed on to third parties. In case of abuse, MMG is entitled to withdraw the exhibitor pass.

The number of exhibitor passes does not increase for co-exhibitors.

The exhibitor pass does NOT entitle the holder to free use of local public transport (MVV—Munich Transport and Tariff Association).

### B 13 Communication/Circular letters

Following stand allocation, exhibitors will be informed by circular (mail or e-mail) of further details concerning preparation and organization of the trade fair.

### B 14 Noise, sound effects

Demonstrations of machines, video, music, stage shows etc. during the event (see opening hours) require the prior authorization of MMG and must be conducted in such a way that no other exhibitors are disturbed or adversely affected. Accordingly, loudspeakers and other acoustic amplifiers/sound systems must be turned towards the exhibition stand and may not sound off on neighboring stands or aisles. The maximum permitted noise level for perfor-

mances may not exceed **60 dB (A)** at the stand perimeter (in derogation of the General Terms of Participation A 5.9). MMG reserves the right to limit or prohibit demonstrations of any kind—irrespective of previous authorization—causing noise, optical disturbances or for other reasons constituting a hazard or impairment to the event and especially to event participants. The relevant statutory provisions must be observed.

### B 15 Day ticket vouchers

Exhibitors, co-exhibitors and companies on joint stands have the opportunity to order an unlimited number of vouchers for visitor day tickets or e-tickets as part of the advertising media package (available as of February 2014). All

redeemed vouchers for day tickets or e-tickets are included in the participation fee without extra charge.

### B 16 Photography, filming, video recording and sketching (cf. A 10)

Professional photo and film recordings of your own stand during the entire show period require authorization from the Exhibition Management. Exhibitors or the commissioned photographer (with official assignment) can request this permit from the MMG security office, located in the Trade Fair Administration building (access via gate 1). The request for authorization must be submitted in writing and is subject to a fee of **EUR 35**.

The permit includes admission and vehicle access to the fairgrounds for the photographer and/or filming team outside official opening hours. For photography and film recordings during lock-up time at night, a security guard service must be requested to accompany the team, at the exhibitor's expense. During show opening hours, the photo/filming team must additionally carry valid exhibitor tickets to be admitted entry to the fairgrounds.

## Special Terms of Participation (B)

### B 17 Evening events and parties on the exhibition stand

Stand parties on the exhibition stand require authorization by MMG and must be notified by May 27, 2014 at the latest. Events on June 3, 4 and 5, 2014 may start no earlier than 17:00 and must end no later than 22:00. Until 22:30, the necessary clearing-up work may be undertaken on the stand area. By 23:00 at the latest, all persons must have left the fairgrounds. Please comply with the instructions of the security and stewarding service assigned by MMG. The exhibitor is responsible for ensuring that the attendees of his stand party do not access other trade fair booths or touch any exhibits located there.

To ensure a smooth, uninterrupted event, we recommend that you consult with your booth neighbors of the planned party in advance. Please note that the volume of musical renditions on the stand may not exceed 90 dB (A).

### B 18 Restoration of exhibition areas

All exhibition areas must be handed over to MMG's Technical Exhibition Services Division in their original condition by the stipulated date for completion of dismantling. To this end, the areas must be registered in good time with MMG's TES for inspection and approval.

Regulations on securing exhibits via anchorages to the hall floor:  
The fixing (securing) of machines via floor anchorages is allowed only with the prior written approval of MMG's Technical Exhibition Services Division. Requests can be submitted via form 11.6 "Anchoring of Exhibits to Hall Floors." It is imperative that to-scale plans with location and bore diameter details as well as the total number of bore holes accompany this service form. The use of anchorages to fasten (secure) stand structures and components to hall floors is not permitted.

### B 19 Alterations

MMG reserves the right to make alterations and additions in matters affecting technical arrangements and safety.

Status: May 2013

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### A 1 Applications

All potential exhibitors wishing to take part in the event must express their wish to do so by fully completing and signing the "Application" form and submitting it to MMG by the application deadline (see B 1). With the application, exhibitors express to MMG their serious interest in taking part in the event as exhibitors. All exhibits must be described precisely in the application form. Co-exhibitors and additionally represented companies must be named in the application form. The same particulars must be specified for them as for the exhibitor. Incomplete applications cannot be considered.

This application procedure does not apply to organizers of joint stands. They are not exhibitors as defined by the Terms of Participation.

### A 2 Admission

The exhibitor accepts that the Terms of Participation A and B and the Technical Guidelines are legally binding as soon as an application has been submitted. MMG sends the exhibitor a written placement proposal (stand offer). The exhibitor must accept this placement proposal within the set time limit. The exhibitor's acceptance of the placement proposal represents its contractual offer, from which the exhibitor cannot withdraw once it has been received by MMG. The contract concerning stand space rental and participation in the fair or exhibition is not deemed to have been concluded before MMG provides its notice of admission. MMG's notice of admission also constitutes its acceptance of contract. As a general rule, the acceptance of contract occurs in such a timely manner as to provide the exhibitor with sufficient time for the appropriate preparation of its participation at the given event. The acceptance of contract can occur within a period of up to three months following the submission of the contractual offer. The acceptance of contract can also occur at a subsequent point in time if MMG has informed the exhibitor to this effect in text form prior to its submission of the contractual offer.

The length of the acceptance period is necessary due to the fact that MMG may have to undertake space reallocation that may affect exhibitors on account above all of the rejection of proposed allocations by other exhibitors and the subsequent submission of applications by other exhibitors. Exhibitors do not have a legal claim to admission unless such a claim exists by law. Exhibitors who have not fulfilled their financial obligations vis-à-vis MMG, e.g. in respect of previous events, or have infringed the regulations governing the use of the Munich Exhibition Center or MOC or the Terms of Participation, may be excluded from admission.

MMG is entitled to withdraw from the contract or to terminate the contractual relationship without notice if admission was based on incorrect or incomplete statements by the exhibitor, or if, at a later date, the exhibitor no longer fulfils the conditions for admission.

Only such items as have been declared and admitted may be exhibited. Hired or leased items may not be exhibited. An exception is made in the case of objects which are not part of the given exhibitor's range of goods, but which are required for the exhibitor's display (e.g. for demonstration purposes). No products may be exhibited that were manufactured by way of exploitative child labor as defined under the provisions set out in ILO Convention 182.

Co-exhibitors may not be admitted, nor additional organizations represented, unless expressly specified in the notice of admission.

MMG reserves the right to deviate from the type, size, and location of the exhibition area desired by the exhibitor, to exclude certain exhibits from admission, and to impose conditions on admission. The exhibitor's reservations, conditions, and particular wishes (e.g. regarding location, exclusion of competitors, stand construction or design) will be taken into account only if expressly confirmed in the notice of admission.

Space will be allocated according to MMG's requirements and the prevailing conditions, and in accordance with the classification system for the fair as applied by MMG at its own discretion, and not according to the order in which applications are received.

### A 3 Rental contract

The rental contract is deemed to have been concluded when MMG has notified the exhibitor in writing that it has been admitted. This generally occurs when layout planning has been completed. The allocation of the other stands, in particular of neighboring stands, can change up until the time the fair opens. MMG is also entitled to relocate or close entrances to and exits from the exhibition grounds and halls, and to make other structural alterations. Exhibitors cannot make claims against MMG because of such changes. MMG may also subsequently, i.e. after conclusion of the rental contract, change space allocations, and in particular change the location, type, dimensions and size of the exhibition area rented by the exhibitor, insofar as this is necessary for reasons of safety or public order, or because the fair is oversubscribed and further exhibitors must be admitted or because changes in the assignment of exhibition space ensure that the facilities and space required for the fair are used more efficiently. However, such subsequent changes may not exceed the scope which the exhibitor can reasonably be expected to accept. Should such subsequent changes result in a lower participation fee, the difference in amount will be refunded to the exhibitor. Further claims against MMG are excluded.

If exhibitors cannot use their stand space or are prevented from making full use of same because they have infringed legal or official regulations or the Terms of Participation A and B or the Technical Guidelines, they are nevertheless obliged to pay the participation fee in full and to pay MMG compensation for all damage caused by themselves, their legal representatives or their agents; exhibitors are not entitled to cancel or terminate the contract unless the law specifically entitles them to do so. The exhibitor may not move, exchange or share its stand, nor surrender it either in part or in full to such third parties as are neither co-exhibitors admitted by MMG nor additionally represented companies admitted by MMG without MMG's prior written consent.

### A 4 Co-exhibitors and additionally represented companies

A co-exhibitor is one that presents its own goods or services, using its own staff on the stand of another exhibitor (the main tenant). This definition includes group companies and subsidiaries. Agents and representatives are not admitted as co-exhibitors.

In the case of an exhibitor that manufactures in its own right, an additionally represented company is any other company whose goods or services are offered by the exhibitor. If an exhibitor that is a distributor displays not only the products of one manufacturer but also the goods and services of other companies, then these count as additionally represented companies.

Admission of the exhibitor does not mean that a contract has been concluded between the co-exhibitors registered by it for participation or other companies it additionally represents and MMG. The participation of co-exhibitors is only allowed if they have been admitted for participation by MMG. The participation of companies as additionally represented companies is only allowed if this is foreseen in the Special Terms of Participation B and they have been admitted for participation by MMG. Co-exhibitors and additionally represented companies may only be admitted for participation by MMG if they would have qualified for admission as exhibitors in their own right. The participation of co-exhibitors and the participation of companies as additionally represented companies is then subject to payment of the relevant charges if this is required by the Special Terms of Participation B. The charge for co-exhibitors and additionally represented companies is payable by the given exhibitor; it can also be invoiced subsequently by MMG after the fair is over.

The exhibitor is responsible for ensuring that its co-exhibitors and other companies it represents comply with the Terms of Participation A and B, the Technical Guidelines as well as the instructions of the exhibition management. The exhibitor is liable for the debts and negligence of its co-exhibitors or additionally represented companies as if they were its own. If co-exhibitors make direct use of MMG services, MMG is entitled to invoice the exhibitor for these services. It is jointly and severally liable in such cases.

### A 5 Cancellation of contract

If the location, type, dimensions or size of the exhibition area rented by the exhibitor are subsequently changed to the extent that the exhibitor can no longer be reasonably expected to accept the exhibition area, the exhibitor is entitled to withdraw from the rental contract within one week of receiving written notification by MMG. Otherwise, apart from its statutory rights to withdraw from the contract, the exhibitor has no right to withdraw from this contract.

Should the exhibitor declare its withdrawal from the given event, MMG is, irrespective of whether the exhibitor concerned has the right of cancellation, entitled to otherwise dispose of the rented space. Any exhibitor canceling its participation without being entitled to do so and, as such, defaulting on fulfillment of contract without good reason, is to pay MMG the participation fee if the stand space is left empty during the event or even if MMG is able to re-let the space concerned; in the latter case, however, MMG is to offset the value of the expense saved and the advantages it has gained by re-letting or otherwise using the given stand space. In addition to re-letting the stand space to another exhibitor, other usage thereof may also and above all involve MMG transferring its usage to a third party who would otherwise have been placed elsewhere to avoid giving the impression of a gap in the stand arrangement or re-designing the stand space to conceal the fact that is not occupied. To the extent that MMG re-lets the stand space to another exhibitor, who would otherwise have not been placed elsewhere, the exhibitor must pay 25% of the agreed participation fee as flat-rate compensation for expenses incurred by MMG because the exhibitor withdrew from the contract without being entitled to do so. MMG's right to claim further damages remains unaffected. The exhibitor can demand that the flat-rate compensation be reduced if it proves that MMG has incurred fewer expenses.

The exhibitor has no entitlement to a change in the stand space already rented and above all not to a reduction in the size of the stand space concerned.

MMG is entitled to withdraw from the contract if the exhibitor fails to meet its financial obligations arising from this contract, MMG extends the deadline by 5 days and this deadline for payment is not met either.

MMG is also entitled to withdraw from the contract if the exhibitor neglects its duty arising from this contract to respect MMG's rights, objects of legal protection and interests and MMG can no longer be reasonably expected to adhere to the contract. In the aforementioned cases, MMG is entitled not only to withdraw from the contract but also to demand from the exhibitor the agreed participation fee as flat-rate compensation. MMG's right to claim further damages remains unaffected. The exhibitor can demand that the flat-rate compensation be reduced if it proves that MMG has sustained less damage.

### A 6 Force majeure, cancellation of the event

If MMG is compelled, as a result of force majeure or other circumstances beyond its control (e.g. failure of the power supply), to vacate one or more exhibition areas temporarily or for longer periods, or to postpone or curtail the fair, the exhibitors do not thereby acquire the right to withdraw, cancel or reduce payment, nor do they have any other claims against MMG, in particular claims for damages. The same applies if the exhibitor cannot participate in the event due to force majeure or some other reasons beyond MMG's control. If the exhibitor is prevented from participating in the fair for a reason for which it is personally responsible, the provisions set out in section A 5 paragraph 2 apply.

If MMG cancels the event because it cannot hold the event as a result of force majeure or other circumstances beyond its control, or because it has become unreasonable for MMG to hold the event, MMG is not liable for damages and disadvantages to exhibitors arising from the cancellation of the event.

### A 7 Participation fees, right of distraint

The participation fees are calculated in accordance with the rates specified in the Special Terms of Participation (see Part B "Participation fees"). Each square meter or part thereof will be included in full in the calculation, the floor area always being considered rectangular, without taking account of projections, supports, service connections and the like. In accordance with the Special Terms of Participation (see Part B "Advance payment for services"; a lump-sum advance payment will be charged for such services (e.g. electricity, water and telephone connections, technical services, signage, supply of electricity, water, etc.) as the exhibitor can use on its stand, provided they have been ordered previously and in good time as specified in the Exhibitor Service Package, regardless of the existence or size of an order. The advance payment for services does not include stand construction and publishing services (catalog entries, Internet services, etc.). If the actual cost of the services exceeds the advance payment for services, the exhibitor will be charged the difference between the actual cost of the services and the advance payment in the final invoice, issued several weeks after the end of the event. Payment is due immediately upon receipt of the invoice. If the advance payment for services exceeds the actual cost of the services, the exhibitor will be refunded the difference between the advance payment and the actual cost of the services several weeks after the end of the event. The exhibitor has no claim to interest on the advance payment for services.

The exhibitor will usually receive the invoice for the participation fee, with which the advance payment for services is also charged, together with notice of admission. The notice of admission and the invoice are as a general rule combined in one printed form.

The participation fee, the advance payment for services and the fee for admitting co-exhibitors must be paid before the exhibitor may occupy the exhibition area. If exhibitors have ordered MMG services, MMG is entitled to withhold such services, including the supply of electricity, water, compressed air, etc., until the exhibitor has fulfilled its financial obligations to MMG. This applies in particular to obligations arising from previous events. Terms and conditions of payment are in accordance with the Special Terms of Participation (see Part B "Terms and conditions of payment").

MMG reserves the right to enforce its lessor's distraint entitlement, as permitted by law, in order to secure its claims arising from the rental. The exhibitor must inform MMG at any time about the ownership of items that are exhibited or to be exhibited. If an exhibitor does not meet its financial obligations, MMG can retain the exhibits and stand fittings and, at the exhibitor's expense, sell them at public auction or privately. The legal provisions on the realization of the pledge are—as far as permitted by law—waived. MMG does not accept liability for damage to exhibits and stand fittings retained under this clause, unless MMG is guilty of intent or gross negligence.

Value-added tax legislation prevents Messe München GmbH from issuing or re-addressing invoices for services, which MMG has rendered or will render to the exhibitor as its contracting party, to an addressee other than the exhibitor.

If MMG issues an invoice with German VAT to an exhibitor with its registered head office based outside the Federal Republic of Germany and if MMG could have issued this invoice without German VAT had the exhibitor provided MMG with the necessary details in good time, MMG is then entitled to demand payment of a charge of EUR 50 from the exhibitor if MMG is at the exhibitor's request to replace the invoice issued with German VAT with one issued without German VAT.

Should the exhibitor wish to have an invoice re-issued because the name, legal form or address of the exhibitor has changed, the exhibitor is bound to pay MMG a fee of EUR 50 for each invoice amendment unless the data included in the original invoice in respect of the name, legal form or address of the exhibitor was incorrect and MMG was responsible for the incorrect data.

#### **A 8 Warranty**

Complaints about any defects with regard to the stand or exhibition area are to be made in writing to MMG immediately upon the exhibitor occupying the exhibition area, but by the last day of the stand set-up period at the latest, so that MMG can remedy such defects. Later complaints cannot be considered and cannot give rise to claims against MMG.

#### **A 9 Liability and insurance**

MMG is liable for personal injury (damage arising from injury to life, body or health) caused by neglect of duty for which MMG, its legal representatives or agents are responsible, as well as for other damage caused by intentional or grossly negligent breach of duty by MMG, its legal representatives or agents. MMG is also liable for any damage caused by negligent breach of cardinal contractual duties by MMG, its legal representatives or agents. Cardinal contractual duties are those duties the fulfillment of which enable the contract to be duly executed at all and in the compliance with which the other contracting party may generally trust. If cardinal contractual duties are breached, MMG is liable only if the damage is typical damage and not consequential damage and then only up to 5 times the net participation fee, but no more than EUR 100,000 per claim. MMG is under no circumstances liable for damage to or loss of goods brought to the trade fair by the exhibitor or stand fittings or furnishings. In this case, it is immaterial whether such damage or loss occurs before, during or after the fair. The same applies to vehicles left on the exhibition grounds by exhibitors, their employees or contractors appointed by them. For its part, the exhibitor is liable for any culpable damage to persons or property caused by itself, its employees, contractors appointed by it or by its exhibits and exhibition facilities. Each exhibitor is obliged to take out such insurance offering adequate coverage with an insurance company licensed to operate in the European Union and to pay the premiums due (including insurance tax) in good time. The corresponding insurance coverage can also be applied for via the forms in the Exhibitor Service Package.

#### **A 10 Photography, filming, video recording, and sketching**

Only persons authorized by MMG and in possession of a valid MMG pass may film, photograph, or make sketches or video recordings in the exhibition halls. Under no circumstances may photographic or other images or recordings be made of other exhibitors' stands. If this rule is infringed, MMG can demand that the recorded material be surrendered and take legal steps to achieve this end. Photographs of stands which are to be taken outside normal opening hours and need special lighting require MMG's prior consent. Such photographs require the main ring circuit to be switched on by the hall electrician. The exhibitor will be charged the costs incurred, insofar as they are not borne by the photographer.

MMG is entitled to have photographs, drawings, films and video recordings made of events at the fair, of stands and exhibits, and to use them for advertising or general press publications.

#### **A 11 Advertising**

The execution of advertising activities outside the confines of the given stand is prohibited at the exhibition center unless the advertising activities concerned are ones for which the exhibitor has submitted an application for approval with MMG subject to payment of a charge. The charge concerned is set out in the order documents for advertising space. MMG is entitled to prohibit such advertising activities outside the confines of the given stand at the exhibition center as have not been approved with particular regard to persons carrying advertising in a prohibited manner. MMG is entitled to expel such persons as are used for carrying advertising in a prohibited manner from the exhibition center and to confiscate and/or remove and/or destroy such advertising materials as are prohibited. MMG is further entitled to demand of the exhibitor executing advertising activities or having them executed by third parties outside the confines of the given stand at the exhibition center without MMG's approval payment of flat-rate compensation amounting to twice the fee MMG would have received for granting approval. MMG's right to claim further damages remains unaffected. The exhibitor can demand that the flat-rate compensation be reduced if it proves that MMG has incurred fewer expenses.

#### **A 12 Catering, deliveries to stands**

Any catering services provided on the stand are the responsibility of the given exhibitor. Any permit in accordance with section 12 of the German Restaurant Licensing Act (Gaststättengesetz) that may be required for the provision of food and beverages on the stand must be applied for with the relevant city authorities at Kreisverwaltungsreferat München, Ruppertstr. 19, 80313 München, Germany. All relevant statutory regulations, particularly those in respect of the protection of non-smokers, require compliance. Exhibitors also have the option of appointing MMG contractors with catering operations at the exhibition center to provide catering services on the given stand.

The supply of deliveries to exhibition stands particularly from sources located outside the exhibition center is only possible to a limited extent. MMG is entitled to restrict deliveries to stands to specific times only.

#### **A 13 Combating brand and product piracy**

Exhibitors are obliged to respect the property rights to which third parties are entitled. In cases where it is proved to exhibitors in a due manner that their exhibiting or offering of products or services and/or their promotional presentation or some other activity infringes the property rights to which a third party is entitled, the exhibitor undertakes in advance to remove the items concerned from the stand. If an exhibitor has been prohibited from exhibiting or offering products or services and/or promotionally presenting same by way of a decision handed down by a German court (verdict, order), and the given exhibitor refuses to comply with the court decision to refrain from exhibiting or offering products or services and/or promotionally presenting same on its exhibition stand, MMG is entitled to exclude the given exhibitor from the event concerned and/or future events providing the court decision has not been superseded by a decision passed subsequently by way of appeal proceedings. In such cases, no refund of the participation fee (in part or in full) is made. MMG is not obliged to check the correctness of the court decision. Exclusion of the exhibitor affected by the court decision cannot be legally asserted. If the court decision, by way of which exclusion of the exhibitor has occurred, is superseded by a court decision passed subsequently by way of appeal proceedings, the exhibitor, who had been correctly excluded on the basis of the previous court decision, is not entitled to claim compensation from MMG.

Insofar as an intellectual property panel is active at the fair with MMG's approval, the panel members are entitled at all times to access a given exhibitor's stand and examine the exhibits displayed on the stand to determine whether the protected trademark rights, copyrights or competition rights of those persons lodging an appeal with the intellectual property panel are being violated.

#### **A 14 Exhibitor passes**

For the time during which the fair concerned is held, the exhibitor receives a number of free exhibitor passes as specified in the Special Terms of Participation. Any additional exhibitor passes requested are subject to a charge. All exhibitor passes are numbered and are not transferable. Exhibitor passes may not be given to unauthorized third parties, e.g. to persons or companies wishing to offer goods for sale or to render services at the exhibition center without corresponding authorization from MMG. Exhibitor passes are issued only after payment of the participation fee, the advance service charge and the cost of admission for any co-exhibitors.

#### **A 15 Set-up, staffing and dismantling of stand**

The dates for stand set-up and dismantling as specified in the Special Terms of Participation must be strictly observed. Stands not occupied by the last day of the set-up period may be disposed of as MMG sees fit.

Exhibitors admitted to the fair undertake to participate in the event. The stand must be properly equipped and staffed by qualified personnel throughout the fair during the prescribed opening hours. Particular attention should be paid to ensuring that the stand is already fully staffed when the exhibition opens. Exhibitors are not permitted to remove exhibition goods or dismantle their stands before the fair closes. If they break this rule, MMG is entitled to demand payment of a penalty of EUR 500. MMG's right to claim further damages remains unaffected. The exhibitor can demand that the flat-rate compensation be reduced if it proves that MMG has incurred fewer expenses.

MMG is entitled to exclude from future fairs any exhibitor whose stand is staffed by insufficiently qualified personnel during the fair's opening hours, who exhibits an incomplete range of goods or goods not admitted to the trade fair, who vacates or clears its stand before the end of the fair, or who otherwise infringes the Terms of Participation, without prejudice to MMG's right to cancel the contract in accordance with Section A 5 Cancellation of contract, and to claim for all costs thereby incurred.

#### **A 16 Verbal agreements**

All verbal agreements, individual permits and special regulations are valid only with MMG's written confirmation.

#### **A 17 House and usage regulations**

Exhibitors must strictly observe the regulations governing the use of the exhibition center and its grounds (New Munich Trade Fair Center). Exhibitors are not permitted to spend the night in the halls or on the grounds. Exhibitors must treat the other participants at the event with respect, may not act contrary to public moral policy and may not misuse their participation at the event for ideological, political or other such purposes as have nothing to do with the event.

MMG personnel members are entitled to access the stand of a given exhibitor by order of MMG at any time.

#### **A 18 Period of limitation, exclusion period**

All the exhibitor's claims against MMG arising from the stand rental and from all legal relationships 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 regulations set out in section A 8, complaints in respect of invoices must be asserted in writing within an exclusion period of 14 days following receipt of the given invoice.

#### **A 19 Place of performance, applicable law**

If the exhibitor is a trader, a legal person under public law or a special fund under public law, Munich is the agreed place of performance, for all financial obligations too. German law applies exclusively.

#### **A 20 Jurisdiction**

If the exhibitor is a trader, a legal person 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. MMG is also entitled, if it so wishes, to assert its claims against the exhibitor at the court in the place of jurisdiction in which the exhibitor's registered head office or branch office is located.

#### **A 21 Data protection**

In compliance with data protection legislation, the exhibitor's person-related data is processed and used for fulfilling the business purposes of MMG as well as being forwarded to third parties in order to above all fulfill the purpose of the contract concerned.

#### **A 22 Severability clause**

Should the provisions set out in the Terms of Participation or Technical Guidelines be invalid or incomplete, the validity of the other provisions and that of the contract remains unaffected. In such cases, the contracting parties undertake to replace the invalid provision and/or fill the gap with a provision with which the contracting parties are most likely to achieve the economic purpose they pursue.

#### **A 23 Value-added tax**

The charges set out in the General Terms of Participation, the Special Terms of Participation and Technical Guidelines are net amounts. Insofar as they are subject to German value-added tax in accordance with sales tax legislation, the fees concerned are charged plus German value-added tax at the rate valid at the given time.



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## 1. Preface

Messe München GmbH – MMG – 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 MMG 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 merely present at the trade fair center, comply with these Technical Guidelines. MMG is entitled to demand that all persons active or merely 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 MMG are concerned, the given organizer is, alongside MMG, 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.

MMG 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, MMG is entitled to impose requirements above and beyond those stipulated in these Technical Guidelines.

The Order Forms for Exhibitor Services will be available in good time. The order forms are to be completed and returned in accordance with the deadlines set out in the Order Forms for Exhibitor Services. Depending on the fair or event concerned, orders can in some cases be placed electronically via the Internet-based online ordering system.

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 MMG, e.g. those outstanding from previous events. In addition, MMG reserves the right to charge a supplement on the stand fees in accordance with the details shown in the Order Forms for Exhibitor Services for any orders received 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 GmbH  
Messe München GmbH  
Messe Nürnberg GmbH  
in order to formulate them with a common structure.

Moreover, MMG reserves the right to make any changes it deems necessary.

The German text is binding.

### 1.1. House rules

The trade fair center is private property. The owner is Messe München GmbH – MMG –, Messiegelände, 81823 München, Tel. +49 (0)89 949-01. MMG and the respective organizer exercise domiciliary rights.

The house and usage rules apply to all persons entering MMG'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 set-up and dismantling times

During the general stand set-up and dismantling periods, work can as a general rule be done in the halls and outdoor exhibition area between 8 am and 10 pm insofar as no other times have been specified for the given fair.

On the last day of the set-up period, constructional work is to be completed by 6 pm and decorative work by 10 pm. Aisle areas adjacent to the stand are to be kept clear from 6 pm on the last stand-set-up 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 MMG's Technical Exhibition Services Division.

#### 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. MMG 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 MMG's Technical Exhibition Services Division.

## 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. MMG can however make exceptions and issue appropriate parking or entry permits. MMG 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 MMG 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.

MMG 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 MMG 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. 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. MMG 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 MMG 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. MMG 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 forms 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.

Particularly for the purposes of ensuring the smooth flow of traffic during the stand set-up and dismantling periods as well as during the actual event, the measures implemented by MMG for traffic order and control purposes including instructions issued by any traffic control staff on site require strict compliance. MMG reserves the right to regulate above all the access of the 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 MMG 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 MMG to control traffic within the trade fair center and/or access to the stands.

### 2.2. Emergency routes

#### 2.2.1. 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, MMG 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.

#### 2.2.2. 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 MMG 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.

### 2.3. Safety equipment

Sprinkler systems, fire alarms, 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.

### 2.4. 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.

### 2.5. Security

MMG 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. MMG offers no guarantee that the trade fair center will be secured and monitored continuously. MMG 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 MMG. 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 MMG 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.

### 2.6. Evacuation

MMG 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 MMG. 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-C4 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 (apart from Hall B0 in the ICM and the northern front ends of Halls C1-4) 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 C1-4 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 load-bearing capacity of 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 maximum lump load on a floor area of 30 cm x 30 cm (spacing of approx. 1.5 m) is 5 t (50 kN; floor pressure 500kN/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 is 2 t/m<sup>2</sup> (20 kN/m<sup>2</sup>). The maximum lump load is 8 t/m<sup>2</sup> (80 kN/m<sup>2</sup>) – this does not apply however to utility duct covers.

Kindly contact MMG's Technical Exhibition Services Division for details concerning the entrance buildings (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 MMG. 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. 4.5 m in the case of Halls C1-C4 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. 3.5 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**

MMG 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 Exhibition Services Division.

MMG 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 areas F5-F8 approx. 103,000 m<sup>2</sup>.

Special outdoor exhibition areas F9-13 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 MMG's Technical Exhibition Services Division.

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

Outdoor exhibition areas N5-N10: approx. 115,000 m<sup>2</sup>

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. 3.5 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. General stand construction regulations**

### **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 guaranteed stability and traffic safety even if the items concerned have received prior approval.

Stand structures in the halls with a height in excess of 4.00 m must have sufficient stability to be able to withstand dynamic pressure of 0.125 kN/m<sup>2</sup> ("hall draught"). Static load verification is to be provided at the request of MMG.

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-storey 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-storey stands, providing their floor space does not exceed 100 m<sup>2</sup> and they are not higher than 3 m.

On request, MMG offers exhibitors the option of checking their stand design plans which are to be submitted in duplicate.

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-storey 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.).

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 MMG 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 5.9.).

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 MMG's Technical Exhibition Services Division.

##### Stand space in the halls

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

Approval for two-storey stands must be applied for by submitting the "Application for Special Stand Designs" form to MMG's Technical Exhibition Services Division by the deadline specified in the Order Forms for Exhibitor Services at the latest. The form must be completed in German and submitted with the required number of copies to MMG together with the required documents that must also be in German. To the extent that approval is granted, the stand design is not deemed to have been approved before confirmation of approval has been issued to the exhibitor/stand-builder and the structural documentation returned to the exhibitor/stand-builder.

##### Stand space in the outdoor exhibition area

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

Approval for multi-storey stands, special constructions, rooms with seating for more than 30 persons, darkened rooms for slide/film shows must be applied for by submitting the "Application for Special Stand Designs" form to MMG's Technical Exhibition Services Division by the deadline specified in the Order Forms for Exhibitor Services at the latest. The form must be completed in German and submitted with the required number of copies to MMG together with the required documents that must also be in German. To the extent that approval is granted, the stand design is not deemed to have been approved before confirmation of approval has been issued to the exhibitor/stand-builder and the structural documentation returned to the exhibitor/stand-builder.

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

D-80331 München

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 also Items 4.4.1.2. and 4.4.2.).

Motorized/mobile exhibition stands (show trucks, buses, trailers, etc.) must be equipped 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.

#### 4.2.3. Removal of non-compliant stand structures

Stand structures that have not been approved or do not comply with the Technical Guidelines or statutory regulations, must be altered as necessary or removed, at MMG's request.

If this is not done within the set period, MMG is entitled to carry out the alterations itself or, if necessary, remove the stand structures concerned at the expense and risk of the exhibitor.

#### 4.2.4. Extent of liability

To the extent that the exhibitor or the stand-builder he appoints does not comply with the above stand construction regulations, he is liable for any damage resulting from violation of these regulations.

Moreover, the exhibitor or the stand-builder he appoints agrees to exempt MMG from all claims by third parties that may be asserted due to violation of the above stand construction regulations.

#### 4.3. Construction heights

The standard height for stand structures and advertising hoardings is 3.00 m.

The maximum construction height varies from event to event and is specified either in the Special Terms of Participation or Important Notes sections of the relevant Order Forms for Exhibitor Services. Contact the team responsible for technical organization if in doubt.

The maximum height for stand structures set by MMG may only be exceeded with MMG's prior written approval.

Exhibits are not normally subject to this limitation, but should be reported to the Technical Exhibition Services Division prior to the event.

#### 4.4. Fire prevention

##### 4.4.1. Fire prevention and safety regulations

###### 4.4.1.1. Materials used for stand construction and decoration

Readily flammable materials, materials that drip or melt when burning, toxic gases or materials producing heavy smoking may not be used. The use of plastics that cause heavy sooting when burning (e.g. polystyrene, rigid polyurethane foam, Styropor, etc.) is not allowed. Verification of the flame retardant properties of the material concerned when installed must be provided.

Decorative materials must be at least fire-resistant according to DIN 4102. MMG can only allow the retrospective rendering of decorative materials fire-resistant if this occurs with the approval of the Munich Municipal Fire Department, using a suitable and approved fireproofing agent and given compliance with the relevant processing instructions. MMG's consent can be made subject, above all, to the fire load to be taken account of.

Decorative materials with standard fire resistance may be used in certain areas if their location is sufficiently protected against fire. A test certificate confirming the classification of the materials used may need to be presented. Suspended stand decorations must be at least 2.50 m above the floor.

In individual cases and for safety purposes, special conditions may be imposed for load-bearing structural components (e.g. non-flammability). Stand floor coverings must be laid with sealed joints.

Cable binders may not be used for fastening structurally stressed parts.

Trees and plants may only be used for decorative purposes if they have been freshly cut (i.e. leaves or needles must be green and juicy). If during the event it becomes apparent that the trees and plants are drying out and thus becoming readily flammable, they must be removed. Trees should be free of branches up to about 50 cm above floor level. Turf should always be kept moist (risk of catching fire due to cigarettes, matches, etc.).

Bamboo, reeds, hay, straw, bark mulch, turf or similar materials do not generally comply with the above requirements and are therefore normally prohibited. Any exceptions to this ruling require the prior approval of MMG's Technical Exhibition Services Division.

As a rule, waste materials should be removed and disposed of immediately or collected in appropriate containers and then disposed of correctly.

###### 4.4.1.2. Motor vehicles as exhibits

In the halls, motor vehicles may as a general rule neither be operated nor parked. 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. Vehicles may only be displayed in the halls with the quantity of fuel required for accessing and leaving the given hall. The fuel tank is to be locked and, at MMG's request, the battery disconnected.

Internal combustion engines may not be put into operation for demonstration purposes in the halls or within the exhibitor's own stand. They must be fitted with silencers for any demonstration in the outdoor exhibition area. Fuels may not be stored on the stand. See item 5.7. for information in connection with gas-driven vehicles and / or vehicles with energy capture via fuel cells. Motorized/mobile exhibition stands (show trucks, buses, trailers, etc.) must be equipped 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.

###### 4.4.1.3. 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 MMG. 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. Use of balloons, airships and other flying objects

The use of balloons, airships and other flying objects is generally prohibited in the halls and outdoor exhibition area. Exceptions to this ruling require the prior written approval of MMG's Technical Exhibition Services Division. To the extent that approval is granted, the balloons and airships may only be filled with non-flammable, non-toxic gases. The balloons and airships must remain within the confines of the stand and not exceed the maximum height allowed for stands and advertising hoardings.

###### 4.4.1.6. Smoke machines

The use of smoke machines has to be co-ordinated with MMG's Technical Exhibition Services Division.

###### 4.4.1.7. 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.

###### 4.4.1.8. 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 MMG 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 Order Forms for Exhibitor Services for further information on waste disposal.

###### 4.4.1.9. Spray guns, nitro-cellulose paints, detergents, solvents

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

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

Prior approval must be submitted in writing to and obtained from MMG's Technical Exhibition Services Division 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 EN3 fire-extinguisher suitable and approved for Fire Class 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.

###### 4.4.1.11. Empty packaging

The storage of empty packaging of any kind (e.g. packaging and packing materials) in the halls (both on the stands and outside the stands) or in the loading yards is prohibited. Any such items should be removed as soon as they have become empty.

The storage of such items at the trade fair center can occur via forwarding agents appointed by MMG. This service is not free of charge.

In the event of an exhibitor failing to remove items wrongfully stored despite having been asked to do so, MMG is entitled to have them removed at the expense and risk of the given exhibitor.

#### 4.4.2. Stand coverings

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 coverings.

Irrespective of their size, stand coverings of any kind are subject to approval and must be registered in writing with MMG's Technical Exhibition Services Division (see MMG's Technical Exhibition Services "Application for Preventive Fire Protection Measures" order form). All stand coverings require the prior, written approval of MMG's Technical Exhibition Services Division.

##### Halls A1-6, B1-6, C1-4:

Stand coverings must be at minimum 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 coverings 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 MMG's Technical Exhibition Services Division; compliance with VDS Schadenverhütung GmbH's installation instructions is required.

##### 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.

In Hall B0, fabrics with fusible lines (smoke-out) are prohibited. Horizontal coverings in the entrance buildings may only be max. 1 m wide and must be approved by MMG's Technical Exhibition Services Division.

See the Notice on Sprinkler-Compatible Materials 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 MMG'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 homepage ([www.messe-muenchen.de/Services/Ausstellerservices/downloads](http://www.messe-muenchen.de/Services/Ausstellerservices/downloads)).

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. Rooms used by staff

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. MMG 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 rooms 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 rooms used by staff 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 rooms requires a stairway leading out to the open air instead of an emergency escape hatch. 'Trapped' rooms may not be used as staff rooms.

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 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 1 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 2 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 2 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>, MMG's TES division 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. MMG 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 2.0 m wide leading to a hall aisle. Escape routes should be marked as such in accordance with DIN 4844.

##### 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, ascents, 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 0.5 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, MMG is entitled to demand changes to be made to the stand design. Moreover, MMG reserves the right to prescribe the framework structure required for a given event in its Special Terms of Participation. 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.

When building the stand, it is advisable to give due consideration to its barrier-free nature such that stands and the facilities they offer are also accessible to and can be used by handicapped persons without assistance.

##### 4.7.2. Checking stand size

The stand area is measured out on the hall floor by MMG 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, wallpaper 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 MMG's Technical Exhibition Services Division. To this end, the floor anchorages required should be registered in writing with MMG's Technical Exhibition Services Division two weeks prior to the commencement of the stand set-up 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 MMG's consent, flat-rate repair charges of EUR 90 per drill hole plus VAT will be raised. Kindly contact MMG's Technical Exhibition Services Division 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. 4.5 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 MMG'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 ordinance BGV C1.

##### 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 MMG. Any changes to supporting structures may only be carried out by MMG. To this end, MMG 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 (service form in Order Forms for Exhibitor Services), 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. MMG 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>. Suspension points for loads heavier than this only on request.

##### 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 and securing of items to be suspended, relevant safety regulations and in particular the German ordinances BGV A 1 (general requirements), BGV C 1 (venues and production sites for stage performances), BGV D 8 (hoisting, lifting and winching equipment) and, if applicable, VstättV (safety code governing places of assembly) must be observed. Cable connections for load-bearing 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 Order Forms for Exhibitor Services (see Notice on Suspension Units and Means of Attachment) or use our download service via the Messe München homepage ([www.messe-muenchen.de/Services/Ausstellerservices/downloads](http://www.messe-muenchen.de/Services/Ausstellerservices/downloads)).

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 MMG'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 MMG.

##### 4.7.6. Stand perimeter walls

Partition walls can be ordered via the Order Forms 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 MMG'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, MMG 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 Terms of Participation, the distribution of printed matter and the use of advertising materials is permitted within the confines of the exhibitor's own stand only.

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

MMG 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 MMG but by another organizer, the organizer concerned is entitled to exercise MMG's rights described above.

#### 4.8. Outdoor exhibition area

##### 4.8.1. Checking stand size

The stand area is measured out on the ground of the outdoor exhibition area by MMG 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 MMG's Technical Exhibition Services Division 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.

##### 4.8.2. Stand construction

All structures covering ground space of more than 50 m<sup>2</sup> or higher than 5.00 m and special constructions (e.g. advertising towers) to be erected in the outdoor exhibition area require the prior approval of MMG's Technical Exhibition Services Division and must be registered for approval with Messe München GmbH via the appropriate service form in the Order Forms for Exhibitor Services, which must be submitted together with the supporting documents mentioned therein at least 6 weeks prior to the commencement of the trade fair.

Precise ground plans must be submitted for written approval to MMG's Technical Exhibition Services Division for any anchorage required for tents, guy ropes and flagpoles as well as for any other earthworks in the outdoor exhibition area. All earthworks on the exhibition grounds are prohibited if no written approval has been granted. MMG's Technical Exhibition Services Division should be notified prior to the commencement of any earthworks on the exhibition grounds.

Compliance with all statutory requirements under public law is necessary in connection with the erection of facilities, particularly those of a structural nature. Moreover, the relevant safety regulations stipulated by the Technical Inspectorate must also be observed.

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  
D-80331 München  
www.muenchen.de

Due care must be given to existing supply lines, foundations, distribution boxes, etc. when performing any stand construction work. To the extent that they are located within the area of individual stands, they must be easily accessible at all times. No work can be carried out on railway tracks that have been laid in the outdoor exhibition area.

Stand structures may not be built closer than 0.5 m to the perimeter of neighboring stands unless MMG's Technical Exhibition Services Division has exceptionally issued written approval to this effect.

Kindly contact MMG's Technical Exhibition Services Division with regard to the positioning of stand structures measuring > 75 m<sup>2</sup> at least 6 weeks prior to the commencement of the stand set-up period. It may be necessary to coordinate compliance with the minimum clearance requirement with neighboring stands or to carry out additional building work (e.g. construction of fire-resistant walls).

Roads may not be obstructed by any structures or equipment at any time, not even during the set-up and dismantling periods. Their full width should be kept clear for fire department access purposes.

Each exhibition stand must be equipped with an appropriate number of fire extinguishers to DIN EN 3 or DIN 14406.

All necessary exits must be marked as such with signs in accordance with the Accident Prevention Regulation BGV A8.

##### 4.8.3. Dismantling

All exhibition areas have to be returned to MMG in their original state by the specified dismantling deadline.

To this end, the space to be returned should be notified to MMG's Technical Exhibition Services Division for stand inspection purposes.

The sites in the outdoor exhibition area must be levelled and the areas loosened up by earthworks compacted with a machine. Asphalted and landscaped areas will be reinstated exclusively by MMG at the expense of the given exhibitor.

Due care must be given to existing supply lines, foundations, distribution boxes, etc. when performing any dismantling work. No work can be carried out on railway tracks that have been laid in the outdoor exhibition area.

All installations such as foundations, props that have been rammed into the earth, supply lines, etc. must be removed by the specified dismantling deadline unless an arrangement to the contrary has been agreed with MMG and these installations are located at least 0.3 m below ground level. In such cases, plans detailing the exact location and size of the installations concerned must be submitted to MMG's Technical Exhibition Services Division without delay.

In the event of the due repair work not having been performed by the specified date, MMG is entitled to carry it out itself or have it carried out by a third party at the expense of the exhibitor concerned.

##### 4.8.4. Other regulations

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 construction 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 30 m must be registered for approval with MMG's Technical Exhibition Services Division via the appropriate form in the Order Forms 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-storey stand construction

##### 4.9.1. Application for planning permission

Two-storey exhibition stands can only be built in Halls A1-A6, B1-B6 and C1-C4 providing prior approval has been granted by Munich Municipal Fire Department, MMG's exhibition management responsible for the given project and the Technical Exhibition Services Division. 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-storey stand will have on the design and transparency of the hall as well as on neighboring stands.

Hall B0 (ICM) cannot accommodate two-storey structures.

##### 4.9.2. Height of stand structures, conditions applying to covered stand areas, height of internal stand areas, minimum distances

The maximum stand height is set separately for each event and stipulated in the Terms of Participation and/or the Important Notes section of the Order Forms for Exhibitor Services.

The clearance height in internal areas of two-storey 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 is 1 m and to the perimeter of a neighboring stand 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 storey of a two-storey 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 6.1DE. If the storey 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 storey 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-storey stands with an area covered by the upper storey 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 1 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 2 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 2 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>, MMG's Technical Exhibition Services Division stipulates the number of exits and their respective clearance width in compliance with the statutory and regulatory requirements valid at the given time.

Any stairways required may not be of a spiral or helical type. 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 storey 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-storey stand structures in the outdoor exhibition area, each main unit used on each storey 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 storey 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-storey exhibition stands, load-bearing components, ground floor ceilings and upper storey floors must be made of at least fire-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.

Two-storey stands are to be designed in such a way that they can be constructed, equipped and dismantled within the stand construction and dismantling periods set for the given event.

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

#### 4.9.6. Upper storey

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. MMG 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 MMG's Technical Exhibition Services Division for details concerning coverings or canopies to be located above areas on the upper floor of your stand.

#### 4.10. Dismantling stands

By the end of the dismantling period set for a given event (see Special Terms of Participation and the Important Notes section of the Order Forms for Exhibitor Services), the exhibitor is obliged to completely clear the stand of all stand-building materials, exhibits and any other items and restore the stand area to its original state.

After the set dismantling period has elapsed, MMG is entitled but not obliged to have any items left on the stand removed and stored by an authorized forwarding agent at the expense and risk of the exhibitor and charge an appropriate handling fee for doing so. MMG is entitled to dispose at the exhibitor's expense of any exhibition-related material and all other items left on the stand after the set dismantling period has elapsed.

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

#### 5.1. General regulations

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 MMG at the expense of the exhibitor concerned at the end of the given event.

#### 5.2. Use of machinery

The use of stud guns is prohibited.

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

Only such cranes, fork-lift trucks and work platforms as are supplied by MMG's authorized service partners may be used. In special cases, the approval of MMG's Technical Exhibition Services Division 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 MMG and/or contractors appointed by it. The electrical installations to be exclusively fitted by MMG and/or contractors appointed by it include the main electrical connection and cabling, master fuse and, if applicable, the master switch/ electricity meter. MMG's Technical Exhibition Services Division 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 MMG's Technical Exhibition Services Division.

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 MMG. This applies particularly to neighboring stands. A ground plan indicating the required position of the connections should be attached to the orders (form included in the Order Forms for Exhibitor Services).

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, MMG is entitled to upgrade the electrical installation at the expense of the exhibitor at the prices stated in the order forms 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. MMG is entitled to run power lines and connections serving neighboring stands across the exhibitor's stand unless MMG 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, MMG'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 Order Forms for Exhibitor Services.

For safety reasons, MMG 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 MMG 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 MMG 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 VDE (Association of German Electricians), whereby special attention should be given to VDE 0100, 0108 and 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 "Electrical Installation on Exhibition Stands" section of the Order Forms for Exhibitor Services require full 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 Trade Fair Centre. The inspection will be organized by MMG.

#### 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 in accordance with VDE 0100-718, DIN 50172 and DIN EN 1838. It must be installed such that safe orientation and access to the general escape routes is guaranteed.

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

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 MMG 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 MMG. 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 MMG. This applies particularly to neighboring stands.

Connection plans indicating the required position of the connections should be attached to the orders (form is included in the Order Forms for Exhibitor Services).

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 MMG determine that the water/wastewater installation ordered by the exhibitor cannot guarantee the simultaneous operation of all items requiring such facilities, MMG is entitled to upgrade the water/wastewater installation at the expense of the exhibitor at the prices stated in the Order Forms 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.

MMG is entitled to run water/wastewater pipes and connections serving neighboring stands across the exhibitor's stand unless MMG 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, MMG'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 Order Forms for Exhibitor Services. As far as connections with a pipe diameter of 1/2" are concerned, the water consumption and basic charge are included in the price of the main water connection.

Wastewater polluted with chemicals may not be fed into the sewage system (see also Item 6.2.1).

For safety reasons, MMG 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 MMG 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 MMG and/or contractors appointed by it, the exhibitor has to notify MMG in good time prior to the commencement of the work concerned, but 14 days prior to the start of the stand set-up period at the latest, as to which plumbing contractors and/or plumbers will be carrying out the plumbing work. If MMG is not supplied with this information by the set time, MMG will connect up the equipment requiring water/wastewater facilities and charge the exhibitor with the costs incurred at the prices stated in the Order Forms 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 MMG 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 MMG's Technical Exhibition Services Division. The water consumed will be measured via meters and charged at the rates stipulated in the Order Forms for Exhibitor Services. MMG reserves the right to prohibit the use of refrigerators/freezers with open refrigeration cycles.

## 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. MMG 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 MMG's Technical Exhibition Services Division 4 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 MMG. 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 MMG. This applies particularly to neighboring stands.

Compressed-air facilities from MMG's own mains to the individual stands may only be installed by MMG 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 MMG determine that the compressed-air installation ordered by the exhibitor cannot guarantee the simultaneous operation of all items requiring compressed air, MMG is entitled to upgrade the compressed-air installation at the expense of the exhibitor at the prices stated in the Order Forms 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.

MMG is entitled to run compressed-air supply lines and connections serving neighboring stands across the exhibitor's stand unless MMG 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, MMG'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 orders (forms in Order Forms for Exhibitor Services).

For safety reasons, MMG 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 MMG 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 gas connections) is not to be carried out by MMG and/or contractors appointed by it, the exhibitor has to notify MMG in good time prior to the commencement of the work concerned, but 14 days prior to the commencement of the stand set-up period at the latest, as to which contractors and/or fitters will be carrying out the compressed-air installation work. If MMG is not supplied with this information by the set time, MMG 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 MMG at the expense and risk of the exhibitor.

## 5.5a. Gas installation

### 5.5a.1. Connections

Gas supply facilities from the utility ducts to the stands may only be installed by MMG 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 MMG. 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 MMG. This applies particularly to neighboring stands.

Connection plans indicating the required position of the connections should be attached to the orders (form is included in the Order Forms for Exhibitor Services or available from MMG's Technical Exhibition Services Division).

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 MMG determine that the gas installation ordered by the exhibitor cannot guarantee the simultaneous operation of all items requiring such facilities, MMG is entitled to upgrade the gas installation at the expense of the exhibitor at the prices stated in the Order Forms 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.

MMG is entitled to run gas supply lines and connections serving neighboring stands across the exhibitor's stand unless MMG 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, MMG'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 order forms for technical exhibition services.

For safety reasons, the gas supply will be cut off one hour after the end of the fair on the last day of the event.

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 DVWG, TÜV (Technical Inspectorate), Munich Municipal Fire Department and Munich Municipal Works Department.

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

### 5.5a.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 MMG 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 MMG and/or contractors appointed by it, the exhibitor has to notify MMG 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 MMG is not supplied with this information by the set time, MMG will connect up the equipment requiring gas and charge the exhibitor with the costs incurred at the prices stated in the Order Forms 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 MMG at the expense and risk of the exhibitor.

## 5.5b. Information and communications services

All fixed-line connections for information and communications services are provided exclusively by MMG.

Connection plans indicating the required position of the connections should be attached to the orders (form is included in the Order Forms for Exhibitor Services).

## 5.6. Machinery, pressure containers and exhaust systems

### 5.6.1. Machine noise

The operation of any noise-emitting machinery and/or devices requires MMG'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, MMG 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 MMG but by another organizer, the organizer concerned is entitled to exercise MMG's rights described above.

### 5.6.2. Equipment Safety Code

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 MMG 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.

#### 5.6.2.1. 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.

#### 5.6.2.2. 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.

#### 5.6.2.3. Operating ban

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

### 5.6.3. Pressure containers

#### 5.6.3.1. Acceptance certificates

Pressure containers may only be operated on the stand if the tests/acceptance inspections required by the Operating Safety Directive (BetSichV) 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.

#### 5.6.3.2. Testing

Certificates issued on the basis of the structural and water pressure test or comparable test for pressure containers of any type are not considered sufficient proof. If applied for in good time, 4 weeks prior to the commencement of the event at the latest, pressure containers subject to testing can be put through the acceptance test by the Technical Inspectorate up to one day prior to the commencement of the event providing the structural and water pressure test certificate is presented and a qualified fitter is present on the exhibition stand.

#### 5.6.3.3. Hired equipment

If hired equipment is used on the stand, the above regulations apply accordingly. Above all, any proof of testing issued (5.6.3.1.) should be kept on the stand near the pressure container concerned and presented at the request of the relevant supervisory authorities.

#### 5.6.3.4. Verification

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

### 5.6.4. 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.

### 5.6.5. 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 MMG or a contractor appointed by it. A ground plan indicating the required position of the ducting should be attached to the orders (form is included in the Order Forms for Exhibitor Services or available from MMG's Technical Exhibition Services Division).

### 5.7. Use of compressed gases, liquid gases and flammable liquids

As a general rule, the use of compressed gases, liquid gases and flammable liquids is prohibited. 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. The requirement for approval being granted exceptionally is that the usage of compressed gases, liquid gases and flammable liquids applied for is necessary for the operation or demonstration of exhibits. Exhibitors have no entitlement to approval being granted exceptionally. Empty containers that have been used for storing compressed gases, liquid gases or flammable liquids may not be kept or stored on the stand or in the hall. Only empty cylinders are allowed for devices and equipment that are not operated for demonstration purposes and must be clearly labelled as such. Under no circumstances may full cylinders be stored in the halls.

#### 5.7.1. Compressed gas

Compressed-gas cylinders must be protected against impact, falling over, unauthorized access and heat in accordance with the relevant accident prevention regulations. Compressed-gas cylinders should be stored in an upright position.

#### 5.7.2. Liquid gas

Only under the condition that no electric or natural gas systems may be operated for the demonstration of exhibits may liquid gas systems be exceptionally approved given compliance with the following provisions:

- The location of the installation must be coordinated with Munich Municipal Fire Department.
- The maximum quantity of liquid gas that is permitted to be kept on the stand is 11 kg.
- The liquid gas cylinder in use at the time is to be protected against unauthorized access and heat in a fully enclosed, appropriately marked (yellow label with a black "G") sheet metal cabinet with base ventilation.
- Compliance with specification and non-leakage requirements is to be verified by an expert and certified in accordance with the German accident prevention regulation BGV D34.
- The pipes and cables of the liquid gas system are to be laid such that they are pullrelieved and protected against mechanical stress.
- Usage for heating and cooking purposes is prohibited.
- An officially approved fire extinguisher (PG 6 as per DIN 14406 or DIN EN3) is to be kept on the exhibition stand.
- Each item of gas-driven equipment must be fitted with a stopcock that is easily accessible at all times. The storage of liquid gas cylinders in the exhibition halls is prohibited.
- The German accident prevention regulations BGV D34 and TRG 280 must be observed.

#### 5.7.3. Flammable liquids

Approval for the use of flammable liquids can only be granted in connection with the operation or demonstration of exhibits. See the "Application for Preventive Fire Protection Measures" form in the Order Forms for Exhibitor Services for further information.

Equipment operated or demonstrated with flammable liquids must be provided with non-flammable spill basins at all filling points as well as at all locations from which liquids can escape. As filling equipment with liquids is a particularly dangerous operation, maximum care and caution is required. Equipment that has reached operating temperature may not be filled with flammable liquids. Flammable liquids that have leaked out must be removed immediately from the basins and disposed of safely due to the potential risk of fire or explosion. Smoking is strictly prohibited at the place of use.

Appropriate signs must be provided. Only authorized persons may be allowed access. An officially approved fire extinguisher in accordance with DIN 14406 or DIN EN3 is to be kept on the exhibition stand.

### 5.8. Dangerous substances

The use of materials or products containing dangerous substances is prohibited. We refer herewith to the law for the protection against dangerous substances (Chemicals Act) in conjunction with the Chemicals Prohibition Directive (Chem. Verbots V) and the Dangerous Substances Directive (GefStoff V).

### 5.9. Assembly rooms/Show areas

Presentations and acoustic advertising require MMG'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, MMG 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 MMG 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. MMG 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.).

MMG reserves the right to impose additional conditions should the need arise.

Particular attention is drawn to 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).

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 4844 or BGV A8). 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 coloured 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 Order Forms 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 0.40m 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 MMG's Technical Exhibition Services Division.

### 5.10. Radiation protection

#### 5.10.1. Radioactive materials

The use of radioactive materials is only possible with a special permit and MMG's approval. The permit must be applied for via the appropriate authorities in accordance with the Radiation Protection Directive and submitted to MMG at least 6 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 Order Forms for Exhibitor Services for further information.

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

The operation of X-ray and spurious radiation equipment requires a special permit and MMG'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 Order Forms for Exhibitor Services.

#### 5.10.3. Laser equipment

The operation of laser equipment requires a special permit and MMG's approval. Notification of the operation of laser equipment is to be submitted to the relevant authority in accordance with BGV B 2 via the "Registration of Laser and X-Ray Equipment" form in the Order Forms for Exhibitor Services.

The operation of laser equipment will be checked by an independent inspector. The laser equipment may only be used if the conditions stipulated by the independent inspector are complied with.

#### 5.10.4. High-frequency equipment, radio systems, electromagnetic fields

The operation of high-frequency equipment, radio systems and electromagnetic fields requires a special permit and MMG'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 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 MMG 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 MMG. Details regarding the frequencies/applications in use at the trade fair center are available from MMG's Technical Exhibition Services Division.

#### **5.11. Cranes, fork-lift trucks, exhibition goods, packaging, goods consignments**

The forwarding agents under contract to MMG, 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 equipment required as well as customs clearance for temporary or permanent importation purposes. Only official forwarding agents may be appointed to render forwarding agent services at the trade fair center.

MMG 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 MMG 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 MMG but for the exhibitor or a third party. MMG 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 MMG 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.

#### **5.12. Musical reproduction**

For all types of musical and audio-visual reproduction, permission is required from the German Performing Rights Society (GEMA) in accordance with the provisions of the Copyright Act.

Contact:  
GEMA Bezirksdirektion Stuttgart  
Postfach 10 17 53  
70015 Stuttgart, Germania  
messe@gema.de  
www.gema.de

Any non-approved musical reproductions may be subject to claims for damages being asserted by GEMA (Section 97 of Copyright Act).

#### **5.13. 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 "Registration of Beverage Dispensing Equipment/Notification of Intention to Serve Food and Beverages" form in the Order Forms for Exhibitor Services.

#### **5.14. 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 "Registration of Beverage Dispensing Equipment/Notification of Intention to Serve Food and Beverages" form in the Order Forms for Exhibitor Services.

#### **5.15. 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 MMG'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, MMG 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 MMG or the relevant organizer. In such cases, MMG decides when the stand that has been closed down should be dismantled.

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

### **6. Environmental protection**

MMG 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 characterised 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.

No non-recyclable crockery should be used for catering purposes. Beverages should be served as far as possible in recyclable containers. Should however non-recyclable crockery be used in exceptional circumstances, it should only be made of such materials as rot in a neutral manner so that the ground water is not affected or as can be burnt in waste incinerators without producing residues harmful to the environment.

#### **6.1. Waste management**

Each exhibitor is responsible for the proper and environmentally friendly disposal of waste which he or his appointed contractors (e.g. stand-builders, caterers, etc.) generate at the exhibition center. The exhibitor may appoint MMG only with the disposal of waste at the exhibition center. The exhibitor is to ensure that also his contractors appoint MMG only with the disposal of waste at the exhibition center. MMG is entitled to appoint its approved contractors with the disposal of waste at the exhibition center.

In all phases of the event including stand set-up and dismantling periods, the aim must be to avoid generating waste wherever possible. This aim must be pursued as early as the planning stage and in

coordination with all parties involved. As a general rule, such materials as can be recycled and pollute the environment, as little as possible are to be used for stand-building and stand operation purposes.

#### **6.1.1. Waste disposal**

By way of order placement, the exhibitor is to notify MMG in good time as to whether he wishes to have the waste generated during the stand-set-up and dismantling periods and/or during the event disposed of as mixed waste by MMG, or whether he wishes to initially sort the waste into various recyclable categories (e.g. wood, glass, paper, cardboard, plastic, film/foil) and then have it disposed of as fully pre-sorted, recyclable waste by MMG. Kitchen and catering waste and other waste contaminated with kitchen and catering waste may only be disposed of as mixed waste. The exhibitor is required to notify MMG of waste requiring special supervision (item 6.1.2.) and oils and grease (item 7.2.1.), which must be disposed of separately by MMG.

The exhibitor is to collect the waste in appropriate containers which are supplied by MMG on request, subject to payment of a charge. Insofar as fully pre-sorted, recyclable waste cannot be collected in containers supplied by MMG, the exhibitor will have to coordinate the nature of the collection and disposal of these materials with MMG.

Production waste and demonstration residue generated by the exhibitor must be registered in good time with MMG for disposal, indicating the type of the materials and quantities concerned.

The exhibitor is to ensure that contractors acting at the exhibition center on his behalf conduct themselves in the same way as the exhibitor is expected to do in accordance with the above regulations.

#### **6.1.2. Hazardous waste**

The exhibitor is obliged to register with MMG 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 readily 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 MMG at the prices valid at the time of the event. MMG reserves the right to demand higher charges for the disposal of mixed waste than for fully pre-sorted, recyclable materials. For such waste generated by the exhibitor or his contractors as has not been registered with MMG for disposal, MMG is entitled to charge lump-sum compensation equating double the charge it would have raised for disposal of the same quantity of mixed waste. MMG's right to claim further compensation remains unaffected. The exhibitor may demand a reduction in the lump-sum compensation if he proves that MMG 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 MMG 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 set-up 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 MMG.

### **6.2. Water, wastewater, ground protection**

#### **6.2.1. Oil/Grease separators**

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 MMG's Technical Exhibition Services Division.

#### **6.2.2. Cleaning/Detergents**

MMG 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 MMG-accredited contractors only for this purpose. Such cleaning contractors as are not accredited by MMG 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**

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