

Event _____

Event date _____

■ The Exhibitor Service Catalog / Services

The services offered in the Exhibitor Service Catalog are provided by the International Congress Center Munich (ICM) and its accredited subcontractors.

The services offered are tailored to the nature of the ICM premises concerned – those offered for ICM hall B0 and the ICM foyer may therefore vary. Kindly note therefore above all the ICM's Technical Information with descriptions of the hall and foyer.

Further information is available for download at www.icm-muenchen.de.

Please submit your order forms as soon as possible but by no later than 4 weeks prior to the commencement of the event.

In the case of orders received late, no guarantee can be given for punctual delivery and/or provision of the services offered. The ICM reserves the right to charge an additional fee for orders submitted late.

Should any questions arise in connection with the use of the Exhibitor Service Catalog, please do not hesitate to contact the ICM team at any time.

■ 1. Stand set-up and dismantling periods

The stand set-up and dismantling periods and the general terms of participation for the event concerned are laid down by the organizer and must be observed.

An extension of the stand set-up and dismantling periods is only permissible in justified exceptional cases and with ICM's written approval.

■ 1.1 Access to trade fair center grounds for motor vehicles

Accessing the trade fair center grounds with motor vehicles of any kind is at the given user's own risk. During the stand set-up and dismantling periods, access by car and/or truck is only allowed for loading and unloading purposes.

Any vehicles located on the trade fair center grounds either in areas outside those allocated to the event or after the stand set-up and dismantling periods specified will be removed by the ICM at the risk and expense of the user/owner of the vehicle concerned. Further information on traffic organization is available from the event organizer or the ICM.

■ 1.2 Deliveries

The exhibitor must ensure that personnel is available on the stand at the time of delivery to accept receipt of the consignment concerned. ICM personnel may not accept receipt of deliveries and refers any delivery supplier to the accredited trade fair forwarding companies – the cost of interim storage and delivery is payable by the exhibitor. All deliveries outside the official stand set-up and dismantling periods are to be made to one of the accredited trade fair forwarding agents. The forwarding agents accredited for the ICM and Messe München GmbH are:

Schenker Deutschland AG (Messegelände, Tor 21, Paul-Henri-Spaak-Straße 8, 81829 München, Germany, Tel. +49 89 949-24300, fairs.muenchen@dbschenker.com) and Kühne & Nagel (AG & Co.) KG (Messegelände, Tor 21, Paul-Henri-Spaak-Straße 8, 81829 München, Germany, Tel. +49 89 949-24400, exposervice.muenchen@kuehne-nagel.com).

By the end of the stand dismantling period, all materials must have been removed from the ICM. No liability is assumed for any items left behind after this time. Any costs incurred for the removal, interim storage or disposal of such items are payable by the exhibitor.

■ 2. Duration of event

■ 2.1 Parking spaces

Parking at the trade fair center and on its grounds is principally prohibited. Any vehicles parked illegally will be towed away with a charge being raised.

Information on car and truck parking spaces and the opening times of the car park can be obtained from the event organizer or the ICM team.

West car park:

during opening hours cars of up to 2 m in height may use the west car park (access via Paul-Henri-Spaak-Straße). You have the option of upgrading the one-day ticket obtained at the entrance to a multiday ticket at the machines in the car park. Payment at the car park machines is made either in cash or by credit card.

The price per parking space per day (valid 24 hours) EUR 10.00 incl. VAT.

Insofar as parking spaces in the outdoor exhibition area are available for cars and trucks:

cars over 2 m in height and trucks may use the parking spaces adjacent to the trade fair center grounds. Long-stay parking permits can be purchased at the access gate (cash payment possible only).

Price per parking space for the duration of the event:

Category A up to 3.5 t: EUR 55.00 incl. VAT.

Category B up to 7.5 t: EUR 90.00 incl. VAT.

Category C up to 7.5 t: EUR 140.00 incl. VAT.

■ 2.2 Deliveries

Information on traffic organization and delivery options during the course of the event can be obtained from the event organizer or the ICM team.

■ 3. Stand construction

■ 3.1 Stand design and planning permission, partition walls

The stand construction requirements such as construction and advertising structure heights, the spacing between advertising structures and stand design concepts (open sides) are laid down by the event organizer and must be observed.

To-scale stand plans (ground layouts, elevations and sectional drawings) are to be submitted to the ICM for approval (by e-mail or post) by no later than 4 weeks prior to the commencement of the stand set-up period.

In addition to this, each builder of an exhibition stand is individually responsible for its design, construction and operation as well as for compliance with the relevant regulations under public law insofar as they apply to exhibition stands and with the Technical Guidelines of Messe München GmbH.

Kindly refer to ICM's Technical Information, Messe München GmbH's Technical Guidelines as well as additionally to the relevant notices in the Exhibition Service Catalog for details and requirements.

IMPORTANT!

- In the ICM foyer and hall B 0 only single-storey stands may be erected.
- Stand structures in the ICM foyer and hall B 0 may generally not be covered for fire safety reasons.

Only such materials (meshing) may be used as are certified by VdS Cologne as sprinkler-compatible and/or comply with VdS 3158. Grid-type ceilings must be designed to comply with CEA 4001 (70 % of the ceiling area incl. lamp fittings, etc. must be open, installation must be horizontal).

- Partition walls on the stand perimeters are only erected at the request and expense of the exhibitor.

- The stand sides facing the neighboring stands are to be kept in a neutral, white and clean state, free of any installation materials.

For safety reasons electrical distribution systems, fire extinguishing equipment, hydrants, etc. may not be built over or obstructed and must be freely accessible at all times. Kindly check the plans sent to you in this respect and if necessary ask for an enlarged plan section to be sent to you.

■ 3.2 During stand set-up and dismantling periods

Only the official trade fair forwarding agents are permitted to use conveyance vehicles/fork-lift trucks. Please refer to the ICM's Technical Information for further details in this respect.

Escape and rescue routes must be kept clear at all times.

Only ICM adhesive tape may be used for laying carpets on the granite and wooden floors. This can be obtained at no cost from the hall inspectorate (Tel. +49 89 949-23320). The following tapes to attach carpet to mastic asphalt floors of exhibition halls are permitted at Messe München: tesaband 5399, tesafix 4964, tesa 4939, fermoflex 1352.

No welding, cutting or soldering work or other work with a naked flame is allowed at the ICM.

Working with circular saws, planing and other carpentry machines producing dust and chippings is not permitted without effective extraction facilities. Exhibition paths/hall aisles and delivery zones must be kept clear of metal parts (e.g. screws), stones, etc. to avoid damage being caused to the parquet and natural stone flooring.

Any instructions issued by ICM personnel are to be followed.

■ 3.3 Restoration of exhibition areas to their original state

All exhibition areas are to be returned to the ICM in their original state by the end of the stand dismantling period set.

Should any necessary restoration work have not been carried out by the end of the stand dismantling period, the ICM is entitled to have this work carried out by an accredited subcontractor at the expense of the exhibitor concerned.

■ 4. Approvals and regulatory requirements

Any demonstration, acoustic advertising or the operation of machinery and devices requires the prior written approval of the ICM and must be carried out such that neighboring exhibitors are not disturbed. Despite any approval granted beforehand, the ICM is entitled to prohibit such demonstration, advertising or operation as represents a significant risk or disruption to the running of the exhibition (e.g. due to noise). Regulatory requirements are moreover to be observed.

Kindly note form 1.2 of the Exhibitor Service Catalog ("Application for Preventive Fire Protection Measures with the Munich Municipal Fire Department"). Should one of the points mentioned apply to your exhibition stand, the form requires mandatory submission.

The exhibitor and any stand-building company that may have been appointed by him are obliged to comply with the relevant statutory labor and social regulations.

Above all, the provisions concerning social insurance obligations for among others employment relationships of a minor nature (reporting duties, social insurance ID).

■ 4.1 Employment permits

Insofar as exhibition stands are to be set up and dismantled by employees who are neither German nationals as defined under the provisions laid down by article 116 of the German Constitution nor citizens of a member state of the European Union, such persons require a work permit issued by the German Federal Institute of Employment. This does not apply to employees who retain their usual residential status abroad while setting up and/or dismantling the company's own exhibition stands on behalf of their foreign-based employer.

Work permits are to be applied for in good time with the Arbeitsamt München (Munich Employment Office), Kapuzinerstraße 26–30, 80337 München, Germany or, if concrete plans for the employment of foreign workers have already been made, with the Landesarbeitsamt Südbayern (Southern Bavarian Regional Employment Office), Thalkirchner Str. 54, 80337 München, Germany such that a decision can be made on the application prior to the commencement of the period of employment.

Employment applications may be submitted in person to the branch of the Munich Employment Office located at Geyerstraße 32.

It is an offence under section 404 paragraph 2 of the 3rd Book of the German Social Code (SGB III) for anyone, either willfully or negligently, to pursue employment as a non-German national without a work permit in contravention of section 284 paragraph 1 sentence 1 SGB III or to employ a non-German national without a work permit in contravention of section 284 paragraph 1 sentence 1 SGB III.

Such offence is punishable by a fine of up to EUR 5,000,00 for the employee and up to EUR 250,000,00 for the employer.

Permits are to be obtained from the relevant authorities for work on Sundays, public holidays and at night.

■ 4.2 Disturbance Sources (inter alia broadcast antennas, radio installations, wifi-router)

The operation of radio installations or high-frequency transmission systems, e.g. wifi-router, bluetooth-transmission systems as well as mobile hotspots of smartphones and tablets, demands the approval of the ICM. All frequencies used have to be notified to the ICM in good time prior to the event in order to avoid mutual interference disruption. The ICM will then check the compatibility of the frequencies in respect of the equipment used in the building and on the grounds.

Radio installations must operate with a corresponding frequency spacing in respect of the frequencies/applications already used at the trade fair center.

The relevant European EMV/EMI guidelines valid at the given time require compliance. The relevant regulations in force at the given time in Germany (e.g. German Network Agency, TÜV Inspectorate) also require compliance.

Broadcast antennas may only be installed with the ICM's approval and by an ICM accredited subcontractor.

Should the exhibitor fail to comply with his obligations in this respect, the ICM is entitled to terminate the broadcast and/or cut off the supply of electricity to the stand without any formal notice being required.

■ 4.3 Volume limitation

The maximum permitted volume level for the use of transmission systems with loudspeakers is 70 dB. The ICM reserves the right, however, to impose further limitations. The exhibitor is obliged to ensure that the maximum permitted volume level is not exceeded.

ICM personnel must moreover be granted access to the stand at any time for the purpose of checking the volume.

■ 4.4 GEMA permit

According to section 15 of the German Copyright Act of September 9, 1965, permission must be obtained from GEMA -Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (German Performing Rights Society) if music is to be reproduced on an exhibition stand.

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

■ 5. Alterations

The ICM reserves the right to make any alterations deemed necessary in respect of technical organization and safety.

Event _____

Event date _____

1. These General Terms of Contract for Exhibitor Services shall apply to the contractual relationship between exhibitors and Messe München GmbH. If exhibitors conclude direct contracts with Messe München GmbH's contracting companies, the terms of contract agreed between the exhibitor and the contracting company of Messe München GmbH shall apply.
2. In case of outside services, Messe München GmbH will pass on order forms, applications for permits, etc. to a contracting company or the responsible authorities. No rights or obligations shall arise for Messe München GmbH from this activity. If Messe München GmbH itself provides the services, it is entitled to use subcontractors. In the case of guest events, payment can be collected by the organizer concerned.
3. Messe München GmbH is not obliged to check information supplied by the exhibitor for accuracy or completeness. The exhibitor shall be liable in case of doubt.
4. All prices listed in these Order Forms for Exhibitor Services are net prices unless otherwise specified. Said prices are subject to VAT at the statutory rate.
5. Any objects rented to the exhibitor are intended only for the purpose agreed (for use at the exhibition stand for the duration of the trade fair) and for the length of time agreed (duration of the trade fair plus time for setting up and dismantling). The exhibitor is liable for damage to or loss of rented objects during the rental period. If the exhibitor's liability is conditional upon fault, he must prove that there was no fault on his part. The rental period begins with delivery to the stand and terminates on return or collection by Messe München GmbH or its subcontractors, even if the exhibitor has already left the stand. Exhibitors are advised to insure rented objects against theft for the duration of the rental period. The exhibitor will be charged at the replacement value for rented objects not returned. In case of damage, the repair costs will be charged if replacement is not necessary. The costs of delivery and collection of the rented objects are included in the rental fee unless otherwise stated in the relevant order form.
6. Messe München GmbH is liable for personal injury (injury to life, body or health) caused by neglect of duty for which Messe München GmbH, its legal representatives or employees are responsible, as well as for other damage caused by intentional or grave breach of duty by Messe München GmbH, its legal representatives or employees.
Messe München GmbH is also liable for any damage caused by grave breach of cardinal duties by Messe München GmbH, its legal representatives or employees. In these cases Messe München GmbH is liable only if the damage is typical damage and not consequential damage and only up to EUR 100,000. This limitation of liability applies only to entrepreneurs, legal persons under public law or special funds under public law.
7. Orders on the order forms provided by Messe München GmbH (order forms for exhibitor services) are processed by Messe München GmbH if they are received by Messe München GmbH punctually, i.e. no later than the order deadline stipulated in the terms of order. Messe München GmbH may demand payment of a surcharge pursuant to the terms of order for any orders received after the order deadline. Messe München GmbH may provide its services via subcontractors.

Orders must be accepted by the contractor concerned. Acceptance may be given tacitly, i.e. by providing the service or product ordered. Exhibitors do not have a claim to acceptance of the order, unless the law gives rise to such a claim. Acceptance of the order can be refused, above all if the exhibitors concerned have not fulfilled their financial obligations to Messe München GmbH, e.g. those arising from previous events.

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

If the order is accepted, then the exhibitor must be provided with the service or product ordered in good time as to be available at the beginning of the trade fair. However, Messe München GmbH is entitled to refuse to provide the exhibitor with the service or product owed, including the supply of electricity, water, compressed air, etc. as long as the exhibitor has not fulfilled his financial obligations to Messe München GmbH, particularly those arising from previous events. The collection of outstanding debts is permitted at the exhibition stand.

Notwithstanding any further provisions set out in the General and Special Terms of Participation of Messe München GmbH governing trade fairs and other events organized by Messe München GmbH, Messe München GmbH is entitled to demand a down payment on the service or product ordered up to the full amount of the agreed remuneration
8. The exhibitor is entitled to cancel the services offered if the cancellation notice is received by Messe München GmbH prior to the expiry of the cancellation deadline pursuant to the terms of order. Should the cancellation notice be received by Messe München GmbH after the expiry of the cancellation deadline, the order is not considered to have been cancelled. In such case, Messe München GmbH is entitled to execute the order or not irrespective of whether it has already commenced with service provision on the stand. If it executes the order, the exhibitor has to pay the costs incurred for the order. If the order is not executed and service provision on the stand has not yet commenced, it may demand payment by the exhibitor of flat rate compensation of 10 % of the costs incurred for the order. If the order is not executed and service provision on the stand has already commenced, it may demand payment by the exhibitor of flat rate compensation of 25 % of the costs incurred for the order. The right of Messe München GmbH to demand further compensation remains unaffected. The exhibitor may demand a reduction in the flat rate compensation if he proves that Messe München GmbH only incurred fewer costs.

Amendment of an order may only occur in such a way that the exhibitor issues a cancellation notice for the services ordered he no longer needs (old order) and then places a completely new order for the services he still requires (new order). If the new order is received by Messe München GmbH after the order deadline stipulated in the terms of order, Messe München GmbH may demand payment of a surcharge in addition to the cost of the new order. The old order is considered to have been cancelled if the cancellation notice is received by Messe München GmbH prior to the expiry of the cancellation deadline pursuant to the terms of order. Should the cancellation notice be received by Messe München GmbH after the expiry of the cancellation deadline, the old order is not considered to have been cancelled. The old order will then however no longer be executed by Messe München GmbH. If Messe München GmbH has not yet commenced with service provision on the stand, it may demand payment by the exhibitor of flat rate compensation of 10 % of the costs incurred for the old order. If Messe München GmbH has commenced with service provision on the stand, it may demand payment by the exhibitor of flat rate compensation of 25 % of the costs incurred for the old order. The right of Messe München GmbH to demand further compensation remains unaffected. The exhibitor may demand a reduction in the flat rate compensation if he proves that Messe München GmbH only incurred fewer costs.

Both for the old and the new order, the same provisions apply as for any other order.
9. Messe München GmbH is entitled to withdraw from the contract or cancel it without notice and collect or decline to provide the items or services it has provided or is supposed to provide, if exhibitors fail to meet their financial obligations arising from this contract and still fail to do so after Messe München GmbH has sent them a reminder giving them a further five days time to make the necessary payment. If Messe München GmbH makes use of its right to withdraw from the contract or terminate the contractual relationship without notice, the exhibitor shall be liable for damages incurred by Messe München GmbH.
10. Invoices for services ordered and invoices for down payments are due for payment immediately upon receipt without deduction, specifying the customer number. They are payable free of bank charges in euros to one of the accounts stated in the invoice concerned.

Due to value-added tax legislation requirements, Messe München GmbH is unfortunately unable to issue or readdress invoices for services rendered or to be rendered to the main exhibitor as its contractual partner to an invoice recipient other than the exhibitor.

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

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

11. All the exhibitor's claims against Messe München GmbH arising from the stand rental, and all legal proceedings in connection therewith lapse after a period of six months. This period of limitation starts at the end of the month in which the closing date of the fair falls. Notwithstanding the provisions set out in Clause 12, any complaints about invoices are to be asserted in writing within a period of exclusion amounting to 14 days following receipt of the invoice concerned.
12. The exhibitor is required to check as soon as possible whether services provided for him have been implemented properly. In order to avoid loss of all claims, written notice of obvious defects must be given immediately.

If equipment, installations or exhibits belonging to the exhibitor are exposed to specific dangers or risks (e.g. damage due to the effects of temperature, humidity, vibration, pressure loss, voltage fluctuations, etc.) the exhibitor is responsible for taking the necessary protective measures. The exhibitor is required to draw attention in his order form/application to any specific dangers his equipment, fittings or exhibition wares could represent to third parties or to property belonging to third parties.

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

14. The place of performance shall be Munich.

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

16. The additional terms in the order forms must be observed. In cases of doubt, the terms in the order forms shall prevail over the General Terms of Contract for Exhibitor Services.

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

Event _____

Event date _____

Please note:

Standard power supply (2 kW in foyer ground/first floor, 3 kW in halls, AC only) will be provided by the organiser. Further connection types can be ordered directly via the ICM and charged at your own expense.

Exhibitor _____

Hall / Stand no. _____

Outdoor exhibition area / Block _____

VAT no. _____

Contact _____

Street / P.O. Box _____

E-mail _____

Country / Town / Postcode _____

Tel. with area code and ext. _____

Fax with area code and ext. _____

We hereby order—in the name and for account of the registered main exhibitor—subject to the conditions of contract detailed on page 4. Orders in the name of co-exhibitors are not possible.

Please mark	Item no.	Main electrical connection		EUR/unit
	32102	2 kW (ICM foyer) 3 kW (Halls) AC only, no three-phase current	Including distributor panel 1: 2 AC outlets (230 V, 50 Hz), 1 AC outlet (6A) for continuous power supply (see page 2 for description)	171.00

Please mark	Item no.	Main electrical connection	Includes dist. panel 4 or CEE adapter – please mark box with choice	EUR/unit
	32105	5 kW (230 V/400 V, 50 Hz)	<input type="checkbox"/> Dist. panel 4 (see page 2) or <input type="checkbox"/> CEE 32 A	328.00
	32110	10 kW (230 V/400 V, 50 Hz)	<input type="checkbox"/> Dist. panel 4 (see page 2) or <input type="checkbox"/> CEE 32 A	451.00
	32115	15 kW (230 V/400 V, 50 Hz)	<input type="checkbox"/> Dist. panel 4 (see page 2) or <input type="checkbox"/> CEE 32 A	587.00
	32120	20 kW (230 V/400 V, 50 Hz)	CEE 32 A adapter	664.00
	32130	30 kW (230 V/400 V, 50 Hz)	CEE 63 A adapter	875.00
	32140	40 kW (230 V/400 V, 50 Hz)	CEE 63 A adapter	1,108.00

Please mark	Item no.	Main electrical connection	EUR/unit
	32150	50 kW (230 V/400 V, 50 Hz) CEE 125A	1,294.00
	32165	65 kW (230 V/400 V, 50 Hz) CEE 125A	1,614.00
	32185	85 kW (230 V/400 V, 50 Hz) CEE 125A	2,056.00
	32210	100 kW (230 V/400 V, 50 Hz)	2,339.00
	32225	125 kW (230 V/400 V, 50 Hz)	2,850.00
	32250	150 kW (230 V/400 V, 50 Hz)	3,281.00

We will supply our own primary distribution system

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

Please call me at phone no. _____

We plan to erect a platform on our stand

- Yes, the clearance between the hall floor and the platform is approx. _____ cm

- No
 Yes, we need equipotential bonding for a suspension unit (main hall floor electrical connection, only transfer point, item no. 32872 EUR 16.87).

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

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

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

Please note: The cost of power consumed by the various electrical connections are included in the price for the main electrical connection. A surcharge (item no. 32853) amounting to EUR 90.00 will be raised for any orders/plans submitted later than five calendar days before the official commencement of the set-up period. To facilitate installation of a main electrical connection, a ground plan (page 3) must be submitted.

Place / date _____

Company stamp and legally binding signature of exhibitor _____

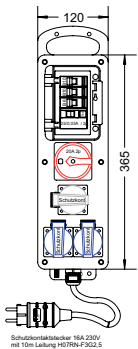
■ Explanation for panels for main electrical connection

Below you will see descriptions and schematic representations for distributor panel 1, included with a 3 kW main electrical connection, and for distributor panel 4, included with main electrical connections 5 kW up to 15 kW. If a CEE 32 A adapter is ordered

together with a main electrical connection up to 15 kW prior to the commencement of the event, the subsequent ordering of distribution panel 4 (during the stand set-up period) will result in costs of EUR 138.00 per unit.

Up to 3 kW max.

Distributor panel 1



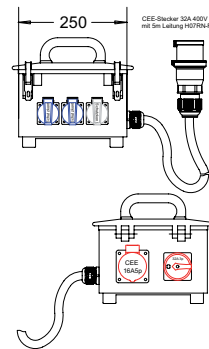
2 AC outlets (16 A) for AC appliances and devices (e.g. music and video systems) and
1 AC outlet (6 A) for continuous power supply (e.g. refrigerator, fax machine)

Panel box dimensions:

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

Up to 15 kW max.

Distributor panel 4



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

Panel box dimensions:

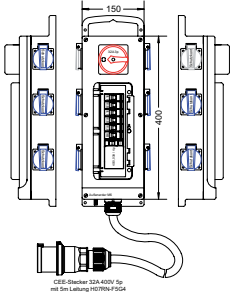
W = 300 mm
H = 300 mm
D = 300 mm

■ Additional distributor panels for main electrical connection

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

panels/modules are equipped with a master switch, one or more 30 mA RCDs (residual current device) and type B mini circuit breakers. They are supplied with a bracket for wall-mounting.

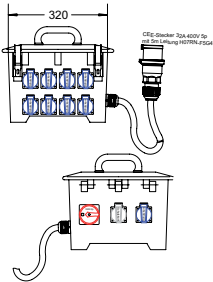
Up to 15 kW max.

Quantity	Item no.	Distributor panel 2	EUR
	32602	5 AC outlets (16 A) for AC appliances and devices (e.g. music and video systems) and 1 AC outlet (6 A) for continuous power supply (e.g. refrigerator, fax machine)	144.00
			

Panel box dimensions:

W = 180 mm
H = 500 mm
D = 130 mm

Up to 20 kW max.

Quantity	Item no.	Distributor panel 3	EUR
	32603	9 AC outlets (16 A) for AC appliances and devices (e.g. music and video systems) and 1 AC outlet (6 A) for continuous power supply (e.g. refrigerator, fax machine)	365.00
			

Panel box dimensions:

W = 380 mm
H = 370 mm
D = 320 mm

Customer-specific main distribution systems can also be arranged upon request.

Place / date

Company stamp and legally binding signature of exhibitor

Event

Event date

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

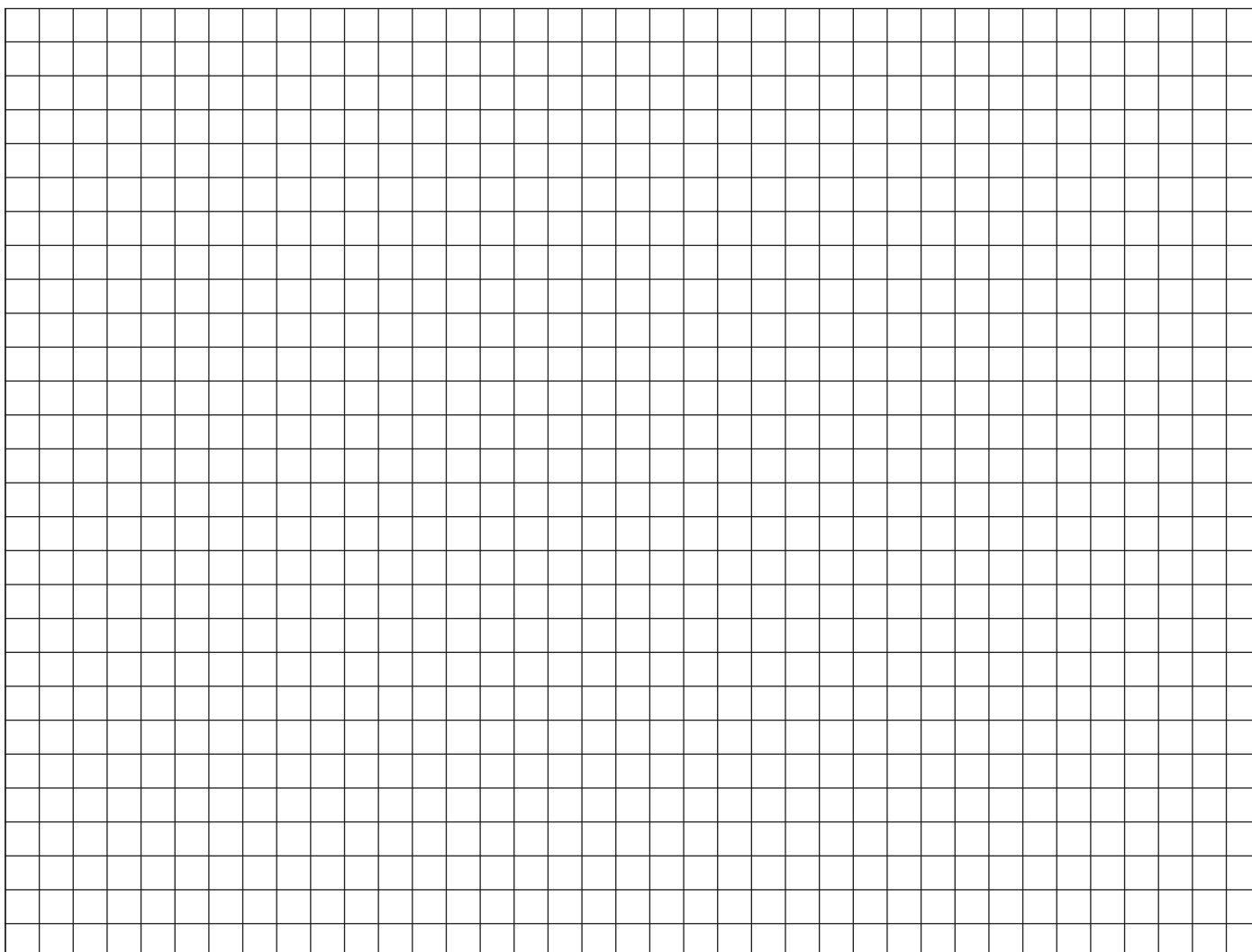
E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

Please mark the position of your stand by showing adjacent stands, aisles or hall entrances and by including a north-pointing arrow on the ground plan!



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

■ Electricity connection and supply conditions

1. Please use form 3.1 to order main connection. Orders and stand diagrams must be submitted no later than six weeks prior to the beginning of stand assembly to Messe München GmbH, Technical Exhibition Services Division (TAS). No guarantee can be given for the timely completion of installations applied for after this deadline.
 2. **A surcharge (item no. 32853) amounting to EUR 90.00 will be raised for any orders/plans submitted later than five calendar days before the official commencement of the set-up period. Moreover, Messe München GmbH reserves the right to raise a surcharge for any orders received after the given closing date.** Electrical installations are provided on a rental basis only.
 3. Power supply lines will be installed in utility conduits wherever possible, from which they will be branched to the power supply transfer point—as ordered via form 3.1 page 3—at ground level. Electrical installations within the stand and downstream of the transfer point between Messe München GmbH and the exhibitor may be carried out by the exhibitor's own electricians or specialist electrical contractors (see also form 3.1, page 3). Only service partners officially accredited by Messe München GmbH the right to use the utility conduits.
 4. **The ordering party declares that he and the companies appointed by him will, during the stand set-up period, the duration of the fair and the stand dismantling period, comply with all statutory and insurance-related requirements. These include the provisions set out in the BayBO, TRBS 1201, VDE 0100, BGV A1, BGV A 3 and BGI 608 as well as the special terms laid down by Messe München GmbH. Work on electrical installations may only be carried out by qualified electricians in accordance with TRBS 1201. All distributors used must be protected via a master switch and a TYPE A $\Delta n \leq 30$ mA RCD (residual current device). If frequency converters, alternators without transformers, EMC filters or other electronic components capable of generating stationary, variable or transient leakage current or DC residual current in excess of 6 mA are connected, TYPE B (SK) or B+ RCDs, or for 2-pin electrical appliances TYPE F RCDs are to be used. Serious violation of the regulations (including DIN VDE 0100) will result in the power supply being cut off. In such cases, no refund shall be due on the costs of installations already completed. Charges for the main connection will be invoiced in every case.**
 5. All exhibition stand electrical installations will be inspected and approved by an expert for compliance with the regulations currently effective in Munich. Any deficiencies found are to be immediately rectified.
- Trusses with lighting systems are to be equipped by the system installer with additional protective potential equalization (copper, min. 10 mm²) as per VDE 0100 part 711. The transfer point on the hall floor can be ordered via this form (3.1). The equipotential bonding lead between this transfer point and the truss with lighting system may be carried out by the exhibitor's own electricians or be ordered for execution by the accredited electrical contractor.
6. **The list of dimensions and tolerances supplied to the exhibitor or ordering party should be reviewed, countersigned and returned as soon as possible. This list will be subsequently used for invoicing purposes. Grievances pertaining to the scope of products and services provided must be addressed to Messe München GmbH's TAS division prior to stand disassembly in order to allow the opportunity for an appropriate assessment. Subsequent complaints regarding the scope of products or services will not be acknowledged.**
 7. Repair work conducted on equipment not installed by Messe München GmbH will be invoiced according to actual labor hours required.
 8. Cancellations are only possible up to 14 calendar days prior to the start of the general stand set-up period. The services provided up until this point in time are to be remunerated. After this time, Messe München GmbH is entitled but not obliged to provide the services ordered. The additionally provided services are to be remunerated. Any amendment thus constitutes a cancellation of the original order and placement of an additional order.
 9. The exhibitor is obliged to disconnect the power supply daily after the exhibition closes, using the master switch incorporated in the main connection. Circuits for devices needing a continuous current supply (separate outlets and circuits required) are exempt. The exhibitor shall be fully liable for the electrical installation and use thereof within his stand area.
 10. **For safety reasons, Messe München GmbH reserves the right to switch off the entire power supply to exhibitors once the event has ended.**
 11. The main electrical connection ordered is already available for use during the stand set-up period.
 12. Messe München GmbH's General Terms of Contract for Exhibitor Services are a constituent part of any contract concluded.

Event

Event date

Electrical installation work on exhibition stands is generally to be carried out in compliance with the latest EN, DIN and VDE regulations and recognised technical practice. All work performed must be in accordance with the relevant safety requirements and, above all, with the provisions set out in DIN VDE 0100 parts 410, 520, 600 and 711, the VdS guidelines and the accident prevention code BGV A1, A3 and C1. Operating resources must be tested by a recognized European certification office (recognized testing bodies include VDE, OVE, etc.).

The following points require particular attention in this context:

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

Anyone carrying out electrical installation work is individually responsible (i.e. personally liable) for assuring compliance with relevant electrical installation requirements and recognized technical practice!

■ Power supply/Main distributor panel

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

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

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

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

■ Protective measures

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

Maximum differential current 30 mA ($I_{\Delta} = 0.03\text{ A}$).

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

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

All appliances, lamps and other equipment must be properly earthed unless the items concerned are protectively insulated (safety class 2) or run on protective low voltage (voltage range 1, SELV).

Stand structures made of metal, conductively interconnected metal parts and large metal parts to which electrical cables or equipment are fitted must be connected to the protective equipotential bonding (properly earthed). If electrical distributor panels from Messe München GmbH are used, the earthing work may only be carried out by electrical contractors approved by Messe München GmbH.

Cross-beams with lighting installations must be fitted with an additional protective equipotential bonding device (copper, min. 10 mm²) by the company installing the equipment. The potential equalization device concerned must connect up with the master equipotential bonding facility in the utility duct (this also applies to conductive stand components where applicable). The transfer point on the hall floor must be ordered via form 3.1. The potential equalization connection between the transfer point and the cross-beam with the lighting installation can be fitted by exhibitors themselves or ordered via the service company responsible for suspension units.

■ Cabling

All cabling must be installed and secured properly by persons qualified to do so. The external insulation of the cable (sheathing) must be inserted into the given appliances, lamps, plug devices, etc. All cabling must be effectively pull relieved.

The cable and wire used must be approved for usage in conjunction with the given type of installation and comply with the required sizes and specifications (DIN 57298/VDE 298). The minimum sectional area should be 1.5 mm².

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

If the cable runs where it may be trodden on, it must be provided with mechanical protection of some form and/or only such cable may be used as is explicitly approved for areas subject to high mechanical stress (minimum H05RN-F). The usage of flat cabling is not permitted (with the exception of flat cabling certified by a recognized European certification office)! The cabling and wiring should be installed such that people cannot stumble over it.

■ Lamps in general

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

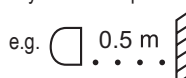
All lamps are to be equipped with some form of mechanical protection e.g. protective basket or safety screen or must have a retaining device that prevents the lamps or parts thereof from falling out.

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

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

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

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

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

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

■ Photovoltaic systems/

Electric power generation plants

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

■ Low-voltage lighting

In the case of halogen lamps, bulbs must be prevented from falling out by means of suitable retaining devices (e.g. clamps, claws or springs). The plug-in connection with the base offers insufficient security on its own!

All cabling must be insulated up to the lamps (varnish/paint is not acceptable as insulation). This also applies to structural parts that are used as live conductors.

Transformers:

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

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

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

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

■ Neon lighting systems/signs

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

■ Use of electrical equipment

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

All equipment (including private devices) brought to the exhibition center must have an inspection sticker affixed to them, showing the month and year of the next inspection. At the request of Messe München GmbH, the inspection report of the last inspection conducted is to be presented setting out details of the basis of the inspection, the inspection procedure and the nature and scope of the inspection. The inspections must have been conducted by a person authorized to do so in accordance with the Operating Safety Directive (BetrSichV) in conjunction with the Technical Rules for Operating Safety 1203 (TRBS 1203). The interval between the inspections to be carried out should be determined via a risk assessment process. Equipment is to be secured after the workplace has been vacated such that it poses no risk to persons or property. All equipment used is subject to a ban on the manipulation of protective and safety facilities, see notably DGUV regulation 1 (BGV A1) paragraphs 15 and 16 and StGB paragraph 145.

Definition:

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

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

■ Please note

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

Event _____

Event date _____

Contact:

Neumann & Müller GmbH & Co. KG

Wettersteinstraße 1

82024 Taufkirchen | Deutschland

Tel. +49 89 5003615-10 | Fax +49 89 5003615-99

messe.muenchen@NeumannMueller.com

Exhibitor _____

Hall / Stand no. _____

Outdoor exhibition area / Block _____

VAT no. _____

Contact _____

Street / P.O. Box _____

E-mail _____

Country / Town / Postcode _____

Tel. with area code and ext. _____

Fax with area code and ext. _____

We hereby order—in the name and for account of the registered main exhibitor—subject to the terms of business detailed on page 3. Orders in the name of co-exhibitors are not possible.

Quantity	Item no.	Description	EUR/unit
	32912	Fixing point in Hall B0 / each . (max. permissible perpendicular load: 100 kg)	82.00
	32900	Fixing point (max. permissible perpendicular load: 100 kg – not suitable for chain hoists)	157.00
	32908	Fixing point for the usage of hoisting gear (manual or power chain hoists, max. permissible perpendicular load: 100 kg). Hoisting gear is not included in the price.	178.00
	32979	Drop (extension of fixing point for simplified adjustment)	25.55

Maximum permissible perpendicular load is 100 kg per fixing point.
Maximum area load is 5 kg/m² of stand space.



32900 Fixing point



32900 und 32979 Fixing point with drop

Please note: Precise details of the location and height of the required fixing points must be provided to enable your order to be processed. It is essential that a to-scale stand layout plan (scale 1:100 or 1:50) be enclosed.

The suspension of stand elements is **prohibited**, as is the securing of stand elements or exhibits via suspension units!

Plan sketches must be submitted for fixing point installation.

Quantity	Item no.	Description	EUR/unit
	32980	Installation and dismantling of an advertising medium (flag, banner, etc.) plus the required fixing points (please ask for a quote if more than one advertising medium, a medium weight of > 50 kg and/or > 4 m ² in size are needed).	230.00

■ Electrical Connection and Cabling for Lighting Systems

The power supply cable is generally run from the stand area directly to the given lighting system. The electrical connection required for this purpose must be ordered separately via Form 3.1. The power supply cable can also be run from the stand area to the given lighting system via the hall ceiling, on request. Please ask us for a quote. Trusses with lighting systems are to be equipped by the system installer with additional protective potential equalization (copper, min. 10 mm²) as per VDE 0100 part 711. See notes on page 3 (Safety, item 5.)

We are also able to supply you with any other event technology equipment you may require in addition to the above. We would be pleased to contact you by telephone for consultation.

Contact, Phone number _____

A surcharge (item no. 32944, EUR 25.00) per fixing point will be raised for any orders received later than 10 calendar days prior to the first day of set-up.

■ Note

It is not possible to suspend items in the ICM foyer as suspension units cannot be provided. Suspension units are available in hall B0 at spacing intervals of approx. 2.4 x 5.6 m.

Place / date _____

Company stamp and legally binding signature of exhibitor _____



Event _____

Event date _____

Exhibitor _____

Hall / Stand no. _____

Outdoor exhibition area / Block _____

VAT no. _____

Contact _____

Street / P.O. Box _____

E-mail _____

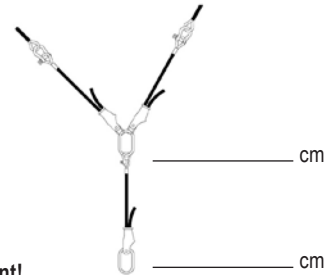
Country / Town / Postcode _____

Tel. with area code and ext. _____

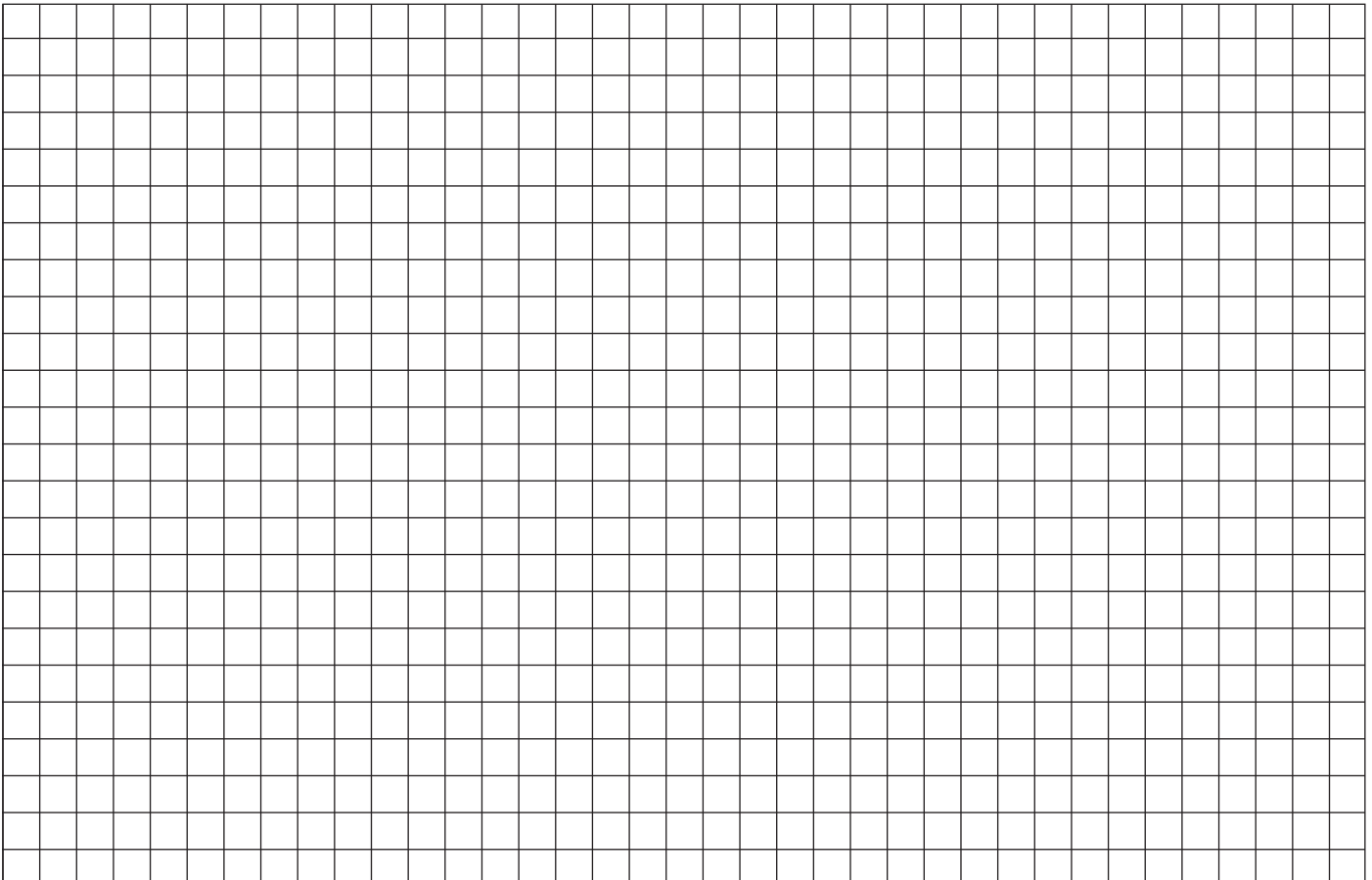
Fax with area code and ext. _____

The following details are a mandatory requirement for the processing of your order:

- Precise locations of fixing points.
- Height of fixing points measured from hall floor (please observe maximum construction height): _____ cm
Please take the length of the steel cable or other anchoring materials into account.
- Height of drops (if ordered) measured from hall floor: _____ cm
- Total weight of construction to be suspended: _____ kg (see also page 3)
- Please include an arrow pointing north in the drawing or indicate the location of the neighboring stands.
- Date by which fixing points should be ready: _____



It is imperative that the responsible subcontractor be consulted with regard to the use of hoisting equipment!



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

■ Terms of business for installation of items suspended from hall ceilings

■ Safety

- For safety reasons, the following types of suspensions are not permitted:
 - Items suspended from stand elements
 - Suspensions intended to support stand elements or exhibits (stand elements and exhibits must be independently secured)
 - Items suspended from the ceiling with a rigid or frictional connection to the hall floor.
- The suspension units may only be altered (e.g. opening a bridle) by one of Messe München GmbH's accredited service partners.
- It is imperative that the responsible subcontractor of Messe München GmbH be consulted with regard to the use of hoisting equipment (e.g. chain hoist, motor hoist).

Please note:

Load-bearing end-to-end cable connections

- may not be implemented using cable clamps
- must conform with DIN 56 921-11

- With regard to the attachment and securing of objects to be suspended, pertinent safety regulations and in particular German safety ordinances BGV A1 (general regulations), BGV C1 (venues and production sites for stage performances), BGV D8 (hoisting, lifting and winching equipment), BGI 810-3, and, if applicable, VStättV (German safety code governing places of public assembly) must be observed (see also notice on "Suspension Units and Means of Attachment").
- Cross-beams with lighting systems are to be equipped by the system installer with additional equipotential bonding protection (copper, min. 10 mm²) as per VDE 0100 part 711. The connection point for the equipotential bonding on the hall floor is to be ordered via form 3.1. The equipotential bonding lead between this transfer point and the cross-beam with lighting system may be carried out by the exhibitor's own electricians or be ordered for execution by Messe München GmbH's accredited electrical contractor.

■ Technical details and important information

- To the extent structurally feasible, Messe München GmbH's will provide the exhibitor with a fixing point at the desired position above the stand floor area and within the stand perimeter.

Please note: Constructions to be suspended may be placed only within the stand area. Messe München GmbH's will review documentation submitted for feasibility of the desired fixing points.

- Suspension of items from the hall ceilings will be carried out exclusively through contractor companies certified by Messe München GmbH.
- Each suspension point on the hall ceiling structures may carry a maximum 100 kg **perpendicular load**. The maximum area load is 5 kg/m² stand area. Suspension units for heavier loads only on request (any planning costs incurred will be charged to the exhibitor). If a fixing point in Halls A1–A6, B0–B6 or C1–C4 as ordered is not positioned directly beneath a suspension point, the fixing point will be installed using two or three suspension points.
 - Each fixing point (transfer point) ends in an O-ring.
 - Steel cable with a diameter of 6 mm (item no. 32900) and 8 mm (item no. 32908) is used for suspension purposes.

Any rented equipment and material must be returned to the contracted service company by the end of the dismantling period at the latest. Exhibitors will be invoiced for damage to equipment.
- Fixing objects to be suspended (light trusses, spotlights, banners, flags, etc.) at the fixing points is the responsibility of the exhibitor or the exhibitor's contractor. Materials required to attach elements to the fixing points are not included in the standard service, but are available for rental from Messe München GmbH on request.
- The main electrical connection for lighting, etc. should be ordered separately using form 3.1.
- Additional equipment: The power supply cable is generally run from the hall floor to the lighting system. A supply cable can also be run from the hall ceiling, on request (separate offer).

■ Required plan documentation, order deadline

- For the order to be processed, drafts of the side view elevation and stand area ground plan including projection of fixing points must be submitted (1:100 or 1:50 scale).
The plans must also include total weight of each construction to be hung, distance from fixing points to stand perimeter and their height above the hall floor surface. Please include an arrow pointing north in the drawing or indicate the location of the neighboring stands and let us know the date on which the fixing points are required. If no written details are provided with regard to the height of the required fixing points above the hall floor, they will be fitted at a height of 6 m.
- Order including complete plan documentation is to be submitted no later than six weeks before the official stand assembly period begins.
In cases of late submission of orders or plan documentation, no guarantee can be given concerning availability of suspension points. **Messe München GmbH reserves the right to invoice a surcharge for late orders amounting to EUR 25.00 per fixing point.**
- Cancellations can only be made up to 14 days prior to the commencement of the official stand assembly period. The services provided up until this point in time are to be remunerated. After this time, Messe München GmbH is entitled but not obliged to provide the services ordered. The additionally provided services are to be remunerated. Any amendment thus constitutes a cancellation of the original order and placement of an additional order.
- The list of dimensions and tolerances supplied to the exhibitor or ordering party should be reviewed, countersigned and returned as soon as possible. This list will be subsequently used for invoicing purposes. Grievances pertaining to the scope of products and services provided must be addressed to Messe München GmbH's TAS division prior to stand disassembly in order to allow the opportunity for an appropriate assessment. **Subsequent complaints regarding the scope of products or services will not be acknowledged.**
- Messe München GmbH's General Terms of Contract for Exhibition Services apply additionally. Furthermore, the information and specifications set out in the Notice "Suspension Units and Means of Attachment" to hall ceilings should be observed.

Price information:

Item no.	Product/Service	Price
32943	Travelling and climbing scaffolding/h	55.75
32940	Cost-plus hourly rate	47.05
32924	Cable up to 6 kW/m	1.34
32925	Cable up to 12 kW/m	2.63
32921	Steel cable/Safety, each	6.08
32926	Aluminium clamps with O-rings, each	12.16
32914	Clevis, each	6.08
32915	Cross-beam adapter/Earthing clamp/each.	6.08
32966	Power supply – hall ceiling Schuko safety socket 230 V/m plus assembly charge	0.73
32967	Power supply – hall ceiling CEE 16 A/m plus assembly charge	1.34
32969	Earthing cable/m plus assembly charge	0.73
32912	Fixing point in Hall B0/each	82.00

Event

Event date

Suspension units may only be attached to the roof-supporting framework and altered by the accredited Messe München GmbH service firms (e.g. opening a bridge). Orders for suspensions must be made in writing to the Technical Exhibition Services Division (TAS) of Messe München GmbH, by means of form 4.1.

The construction to be suspended may be situated only within the limits of the stand. Any intended suspension point on the roof construction of the halls can be loaded to a maximum of 100 kg **perpendicularly**. The maximum area load is 5 kg/m² stand area. Suspension units for heavier loads only on request. At the end of each fastening point (interconnection point) is an "O" ring.

For reasons of safety, the following types of suspension are not permissible:

- Suspension of stand components
- Securing of stand components or exhibits (stand components or exhibits must stand securely on their own)
- Suspended constructions connected rigidly or by force of gravity with the hall floor.

The use of lifting devices (e.g. chain hoists, motor hoists) absolutely must be discussed and agreed with the respective contracting firm of Messe München GmbH.

With regard to the attachment of objects to be suspended, the relevant safety regulations are to be complied with. These also and especially include BGV A1 (employers' liability against occupational accidents, general regulations), BGV C1 (stage performance: places of events and production), BGV D8 (winches, lifting and pulling devices) and, if applicable, the VStättV directive governing places of assembly (see also the provisions set out under IGWWSQ P1 relevant to truss systems).

The following details and enumerations serve as an overview and do not claim to be complete.

Spotlights, loudspeakers, effects devices etc. are always to be provided with a second independent safety facility (safety cable)! Compliance with the provisions set out under BGI 810-3 is required with regards to the dimensioning of the safety cables. The safety attachment is to be executed in such a way that the falling distance does not exceed 20 cm.

Lighting truss systems must be fitted by the system installer with additional protective potential equalization (copper, min. 10 mm²) as per VDE 0100 part 711. Use form 3.1 to order the power supply transfer point at ground level. The equipotential bonding lead between this transfer point and the lighting truss system may be carried out by the exhibitor's own electricians or be ordered for execution by the accredited electrical contractor.

■ Permissible means of attachment

Nominal load at 0.5 times the carrying capacity value indicated by the manufacturer and not exceeding one tenth of the minimum breaking force. Cables and straps may be loaded to a maximum of one twelfth of the minimum breaking force.

Ensure that edges are protected! The edge radius must be at least as large as the diameter of the means of attachment (cable, span set etc.). Means of attachment made of synthetic fibers are not suitable for use close to spotlights.

- Wire cable in accordance with DIN EN 12385, generally round strand cable, standard 6 x 19 FC in accordance with EN 12385-4, with approval
- Short-linked chains with approved appurtenances, quality class 8 in accordance with DIN 685, with approval
- Textile span sets in accordance with DIN EN 1492, with approval and indication of carrying capacity with the use of an additional safety facility (safety cable) made of wire cable or chain
- Aluminum or steel clamps which are approved for the respective trusses (appurtenances).

■ Permissible carrying devices:

- Chain motors in accordance with BGV C1
- Chain motors in accordance with BGV D8 with wire cable or chain "hung dead" (parallel load-carrying to bypass the motor)
- D8 Plus chain motors in accordance with IGWWSQ P2 with overload monitoring.

Nominal load: see manufacturer's specifications.

■ Permissible means of fastening

Nominal load at 0.5 times the carrying capacity value indicated by the manufacturer and not exceeding one tenth of the minimum breaking force.

- Shackles, straight and curved, quality class 6, according to DIN EN 13889, with indication of carrying capacity; for dynamic loads (e.g. suspension of loudspeakers), only with safety split pin or retaining nut
- Quick-connection element with clamping nut (quick link) acc. to with DIN 56 926, with indication of carrying capacity
- Cobra fork head hooks – only in connection with chains acc. to with DIN 685
- Turnbuckles with closed eyes, e.g. acc. to with DIN 48334, with indication of carrying capacity; for dynamic loads (e.g. suspension of loudspeakers), only with safety split pin and retaining nut
- "O" rings, closed, with indication of carrying capacity.

■ Permissible cable end connections

- Rope sockets (symmetrical) acc. to EN 13411-7; for dynamic loads (e.g. suspension of loudspeakers), only with rope clamp (eccentric) acc. to DIN 1142
- Asymmetrical rope sockets (wedge end clamps) acc. to EN 13411-6; for dynamic loads (e.g. suspension of loudspeakers), only with rope clamp (eccentric) acc. to EN 13411-5
- Wire rope clamps acc. to DIN 3093, only with cable eye stiffener in acc. to DIN 3090.

■ Impermissible means of attachment

- Wire cable without approval
- Covered wire cable
- Long-linked chains (inner length of the link > three times the nominal diameter of the chain material)
- Untested chains
- Cable binders
- Textile span sets without approval and indication of carrying capacity, or without the use of an additional safety facility made of wire cable or chain
- Damaged means of attachment (e.g. kinked cables, span sets with damaged covering, span sets without label/tag)
- Wire cable holders (with the exception of those carrying a BGV test certificate sticker and following consultation with the relevant Messe München GmbH contractor).

■ Impermissible carrying devices

- Chain motors in accordance with BGV D8 without safety cable (i.e. not "hung dead" in the wire cable or chain).

■ Impermissible means of fastening

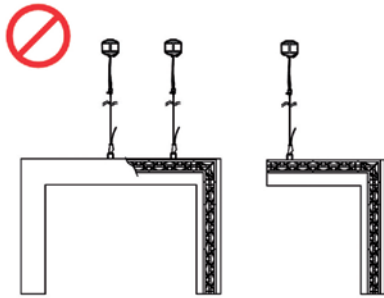
- Carbine swivels, unscrewed
- Carbine swivels, screwed
- Open hooks
- Turnbuckles in open form in accordance with DIN 1480
- Quick-connection element with clamping nut (quick link), without indication of carrying capacity
- Textile span sets as connections between two cross-beams
- Further means of fastening without indication of carrying capacity.

■ Impermissible cable end connections

- Rope clamps (eccentric) in accordance with EN 13411-5
- Rope clamps (eccentric) in accordance with DIN 741.

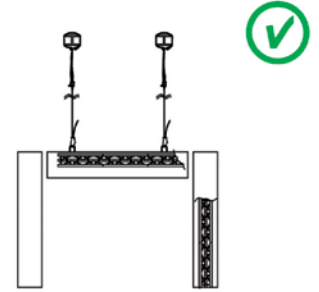
See also illustrations of safety details relevant to means of attachment on page 2.

Not permitted!



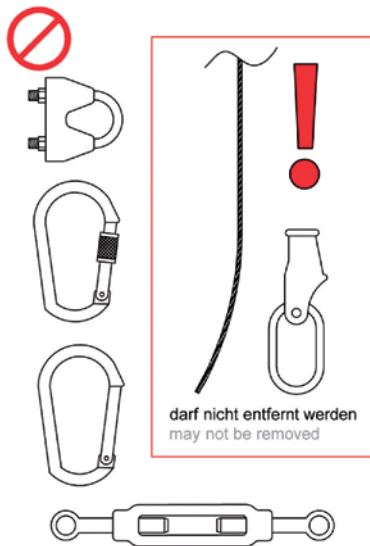
- Securing/Suspending of stand components or exhibits
- Suspended structures connected rigidly or by force of gravity with the hall floor

Permitted!



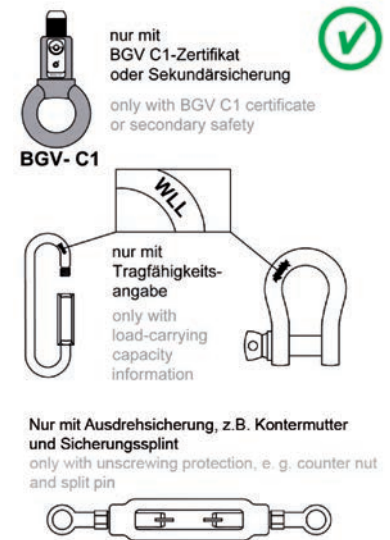
- Suspension units for lighting systems, cross-beams and banners

Not permitted!



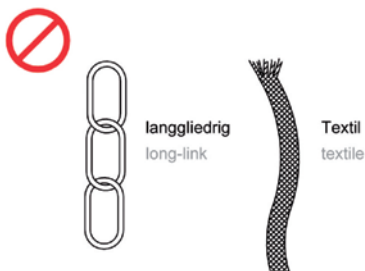
- Carbine swivels unscrewed/screwed
- Rope clamps (eccentric)
- Tension locks without safety cotter pin or counter nut

Permitted!



- e.g. shackles with indication of carrying capacity
- e.g. quick-connection element with clamping nut (quick link) with indication of carrying capacity

Not permitted!



- Long-linked chains (inner length of the link > 3 times the nominal diameter of the chain material)
- Textile ropes/plastic coated steel cables

Permitted!



- Short-linked chains quality class 8/DIN 685
- Round strand cable in accordance with EN 12385

Event

Event date

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

We hereby order—in the name and for account of the registered main exhibitor—subject to the conditions of contract detailed on page 3. Orders in the name of co-exhibitors are not possible.

Quantity	Item no.	Main water connection including connection of one appliance	EUR/unit
	38100	Main water connection, hall area (ground level)	299.00
	38101	Main water connection, upper level (two-storey stand)	378.00
	38200	Main water connection, outdoor exhibition area/loading yards, above ground F5 – F8	402.00

Main water connection includes: Inflow: 1/2", outflow: DN 50. Installation of piping overground from utility/supply duct (hall) or connection shaft (outdoor exhibition area). Water consumption included. Connection of one appliance, e.g. (rental) sink.

Quantity	Item no.	Misc. services	EUR/unit
	38050	Connection of each additional appliance e.g. dishwasher, water boiler, coffee machine, taps and fittings Please note: Price is only valid for appliances that will be placed no further than 1 m from the main connection.	54.25
	38051	Rental sink unit with base unit, taps and fittings, 5 l electric boiler Dimensions: W/H/D = 90/80/60 cm	131.00
	38090	Standard hourly rate	50.60
	38005	Water for tank/container – up to 3 m ³ (incl. DN 50 drain pipe) (see page 2)	113.00
	38006	Water for tank/container – 4 m ³ to 10 m ³ (incl. DN 50 drain pipe) (see page 2)	as per costs incurred



38051 Rental sink unit (Similar model shown)

Please note on the use of commercial dishwashers:

The use of commercial dishwashers with a rinse cycle of **two minutes or less** and the preparation or demonstration of products containing grease and/or oil requires the use of grease traps for the wastewater being discharged (see order form 5.8) (see also "Water connection and supply terms" on page 3).

Contact us for an individual quote on special installations, such as those requiring larger main connection fittings.

A surcharge (item no. 38951) amounting to EUR 90.00 will be raised for any orders/plans submitted later than 14 calendar days prior to the start of the trade fair.

We will be erecting a raised platform on our stand (80 mm min. height clearance required for laying pipes):

Yes, the height difference between hall floor level and platform surface will be approx.

cm

No

It is imperative that a ground plan (page 2) be submitted if a main water connection is required.

Note

Water and sanitary connections are not available within the ICM foyer and the entrances.

Place / date

Company stamp and legally binding signature of exhibitor



Event

Event date

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

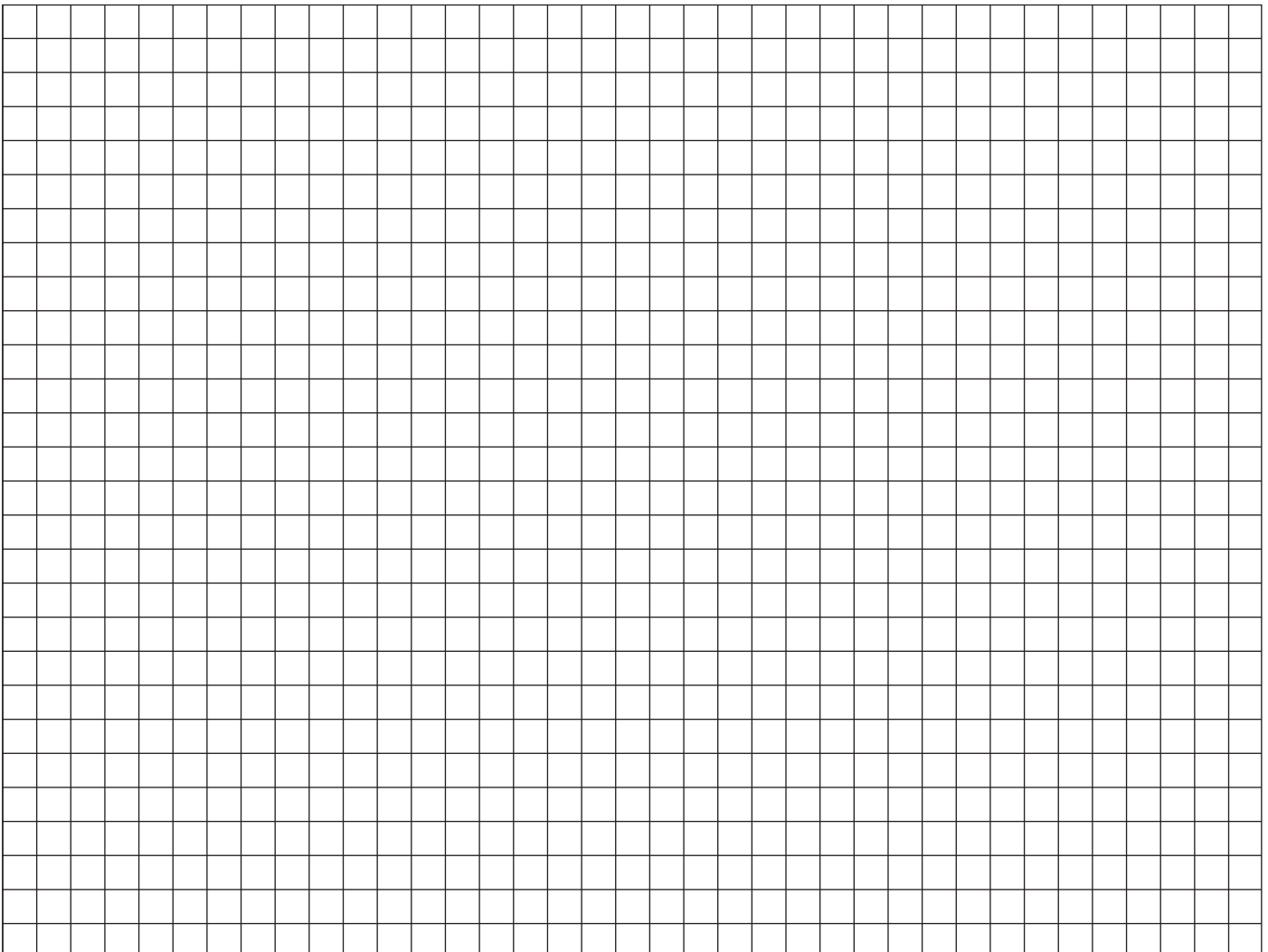
E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

Sketch of the stand with precise dimensions where the water connection and drain pipe and the wash basin or sink are to be installed.
Please mark the position of your stand by showing adjacent stands, aisles or hall entrances.



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

■ Water connection and supply terms

■ Ordering main water connection

Orders and scaled ground plan diagrams for the main water connection must be received by Messe München GmbH no later than six weeks prior to the official dates indicated for the stand assembly period.

Messe München GmbH cannot guarantee the timely installation of connections requested after this deadline.

A surcharge (item no. 38951) amounting to EUR 90.00 will be raised for any orders/plans submitted later than 14 calendar days prior to start of the trade fair.

■ Water connection information

All water utilities are provided on a rental basis only. Installation and connection of appliances to the pipeline network is carried out exclusively by approved contractors of Messe München GmbH.

Any repair work necessary to installations, appliances or exhibits not set up by or rented from Messe München GmbH will be invoiced at the standard hourly rate (see item no. 38090).

The exhibitor is obliged to turn off the entire water supply to the stand via the stopcock built into the main water connection every day after the exhibition closes.

Property damage arising from negligence will be the responsibility of the exhibitor. For safety reasons, Messe München GmbH reserves the right to turn off the entire water supply to exhibitors once the event has ended.

Messe München GmbH accepts no liability for damage.

- The general water pressure is 3.5 bar.
- The price paid for the main water connection also includes the cost of the water consumed.
- Waste water that is chemically contaminated or greasy may not be disposed of via the normal drainage system.

Required plan documentation

Supply and outflow lines will be installed in the exhibition halls according to dimensions submitted on the ground plan diagram. The diagram must indicate the distance between the edge of your stand and the connection **and** the stand's relative location within the hall. **Orders not containing this information cannot be processed!**

Main water connection in the halls

If at all possible, the piping will be laid in utility ducts, but may have to run above ground if the location of the connection point ordered makes this necessary. In the case of the main water connection for a stand's upper storey, max. 3 m supply/drainage piping laid vertically is included in the connection price. Any additional, horizontally laid piping (via the hall floor and/or in the flooring between the two storeys) will be charged as per the costs incurred (man-hours, material costs, etc.)

Main water connection in the loading yard

Piping to be laid in the loading yard will be installed for all orders above ground. Should a drain pipe be required, an additional pumping unit is also needed, the cost of which is payable by the exhibitor. Due to the risk of frost, water connections are generally not available for the loading yard during the winter months; however, pipe trace heating can be installed at the exhibitor's expense upon arrangement with Messe München GmbH.

Messe München GmbH reserves the right to cut off the water supply outside the duration of the event.

Main water connection in the outdoor exhibition areas

For outdoor exhibition areas F5 – F8, piping for all orders will be installed overground. Due to the risk of frost, water connections are generally not available for the outdoor exhibition areas during the winter months; however, pipe trace heating can be installed at the exhibitor's expense upon arrangement with Messe München GmbH. Messe München GmbH reserves the right to cut off the water supply outside the duration of the event.

Connection of appliances

Connection of one appliance (e.g. a sink unit) is included in the main water connection price. The connection of each additional appliance (installation/dismantling of portable kitchenettes, sinks, water heaters, dishwashers, coffee machines, etc. provided by the exhibitor) will be invoiced separately; this price includes labor and incidentals.

If the distance between the appliance to be connected and the main water connection exceeds 1 m, a second main water connection for this appliance must be installed for technical reasons, to be charged at cost.

The connection of a free-standing appliance (e.g. a counter) requires a separate main water connection.

For **rental sink units** (item no. 38051), delivery, maintenance and collection are included in the price. However, connection of the sink unit is **not** included in the rental price.

For safety reasons, dishwashers without a built-in drainage pump will not be connected to the water mains in cases where the drainage gradient is insufficiently steep.

Filling of tank/container with water

In the case of orders for the above quantities of water, the service provided includes one filling of the tank/container concerned and the drainage thereof; the unauthorized disposal of the water concerned via the utility ducts is prohibited. No fixed supply line is installed. Kindly ensure that you enclose with your order a ground plan indicating the location of the given tank/container.

■ Grease traps

Exhibitors ordering the installation of a main water connection for their stand from Messe München GmbH who also plan to prepare, process or present food items containing grease or oil are obliged to additionally order a grease trap through Messe München GmbH no later than four weeks before the start of stand assembly. This also applies to exhibitors operating commercial dishwashers at their stand which complete an entire cycle in **under two minutes**.

Grease trap order forms may be obtained through the Technical Exhibition Services Division (TAS).

If, after stand assembly has begun, Messe München GmbH ascertains that an exhibitor with stationary or mobile catering operations has failed to order a grease trap for a main water connection despite being obliged to do so according to these connection and supply conditions, the exhibitor hereby agrees that Messe München GmbH will install the appropriate grease trap equipment at current prices valid for that event without Messe München GmbH having received an order to this effect from the exhibitor.

In this case, or in the event that an order is placed less than four weeks before the start of stand assembly, Messe München GmbH is entitled to invoice a late-order surcharge for the required grease trap equal to 50 percent of the price in effect at the time of the event, unless the exhibitor can prove that Messe München GmbH has suffered no loss or negligible loss as a result.

If installation of a main water connection and grease trap is either not feasible, or only possible at excessively high cost, Messe München GmbH may require that the exhibitor neither produce, process or demonstrate any goods containing grease or oil at their stand nor operate a commercial dishwasher that completes an entire cycle in **two minutes or less**.

■ Cancellation/complaints

Orders may be withdrawn up to 14 calendar days before the general stand installation period begins; the exhibitor will be charged for the connections ordered in cases of cancellations submitted after this deadline.

The list of tolerances and dimensions provided to the exhibitor or ordering party should be reviewed, countersigned and returned as soon as possible.

This list will be subsequently used for invoicing purposes.

Complaints pertaining to the scope of supply and services provided must be addressed Messe München GmbH's TAS prior to stand dismantling to ensure that the complaints concerned can be investigated in a proper manner. Subsequent complaints regarding the scope of products or services will not be acknowledged.

Messe München GmbH's General Terms of Contract for Exhibitor Services apply additionally.

Event _____

Event date _____

Contact:

Firma Herbert Nowak
Beim Himmelreich 32c | 82140 Olching | Germany
Tel. +49 89 8124101 | Fax +49 89 8131755
nowakstromversorgung@t-online.de

Exhibitor _____

Hall / Stand no. _____

Outdoor exhibition area / Block _____

VAT no. _____

Contact _____

Street / P.O. Box _____

E-mail _____

Country / Town / Postcode _____

Tel. with area code and ext. _____

Fax with area code and ext. _____

We hereby order—in the name and for account of the registered main exhibitor—subject to the Terms of Connection and Supply of Compressed Air quoted on page 3. Orders in the name of co-exhibitors are not possible.

**Single compressed air connection;
only one appliance take-off point on the stand (10 bar supply pressure)**

Pressure-reducing valve needed

Yes No

Requirement in l/min _____

**Multiple compressed air connection;
more than one appliance take-off point on the stand (10 bar supply pressure)**

Please indicate total requirement

l/min _____

Please indicate requirement for each individual appliance take-off point and mark on layout plan.

Pressure-reducing valve required:

Appliance take-off point 1 Yes Requirement in l/min _____

Appliance take-off point 2 Yes Requirement in l/min _____

Appliance take-off point 3 Yes Requirement in l/min _____

Appliance take-off point 4 Yes Requirement in l/min _____

Appliance take-off point 5 Yes Requirement in l/min _____

As from the second appliance take-off point, EUR 39.50 (item no. 36200) will be charged per appliance take-off point in addition to the cost of the total requirement (equates to the cost of a single connection item no. 36001 ff on page 3).

We need the compressed air supply from

date _____

Vacuum connection

Please submit an offer to us for the provision of a vacuum connection. We would need

_____ l/min.

We are laying a platform on our stand

Yes No

Additions:

The compressed air supply is available during the stand set-up period for two days before the start of the fair and for one day after the fair has ended (from 8:00 to 19:00). If the compressed air supply is needed earlier, any additional charges will be based on the compressed air requirement in l/min.

During the fair the compressed air will be available for about 1 hour before and after opening times.

Please note:

If orders/plans are submitted later than 14 calendar days prior to the start of the trade fair, a surcharge (item no. 36951) of EUR 42.50 will be raised.

Note

Compressed air connections are not available within the ICM foyer and the entrances.

Place / date _____

Company stamp and legally binding signature of exhibitor _____

Event _____

Event date _____

Exhibitor _____

Hall / Stand no. _____

Outdoor exhibition area / Block _____

VAT no. _____

Contact _____

Street / P.O. Box _____

E-mail _____

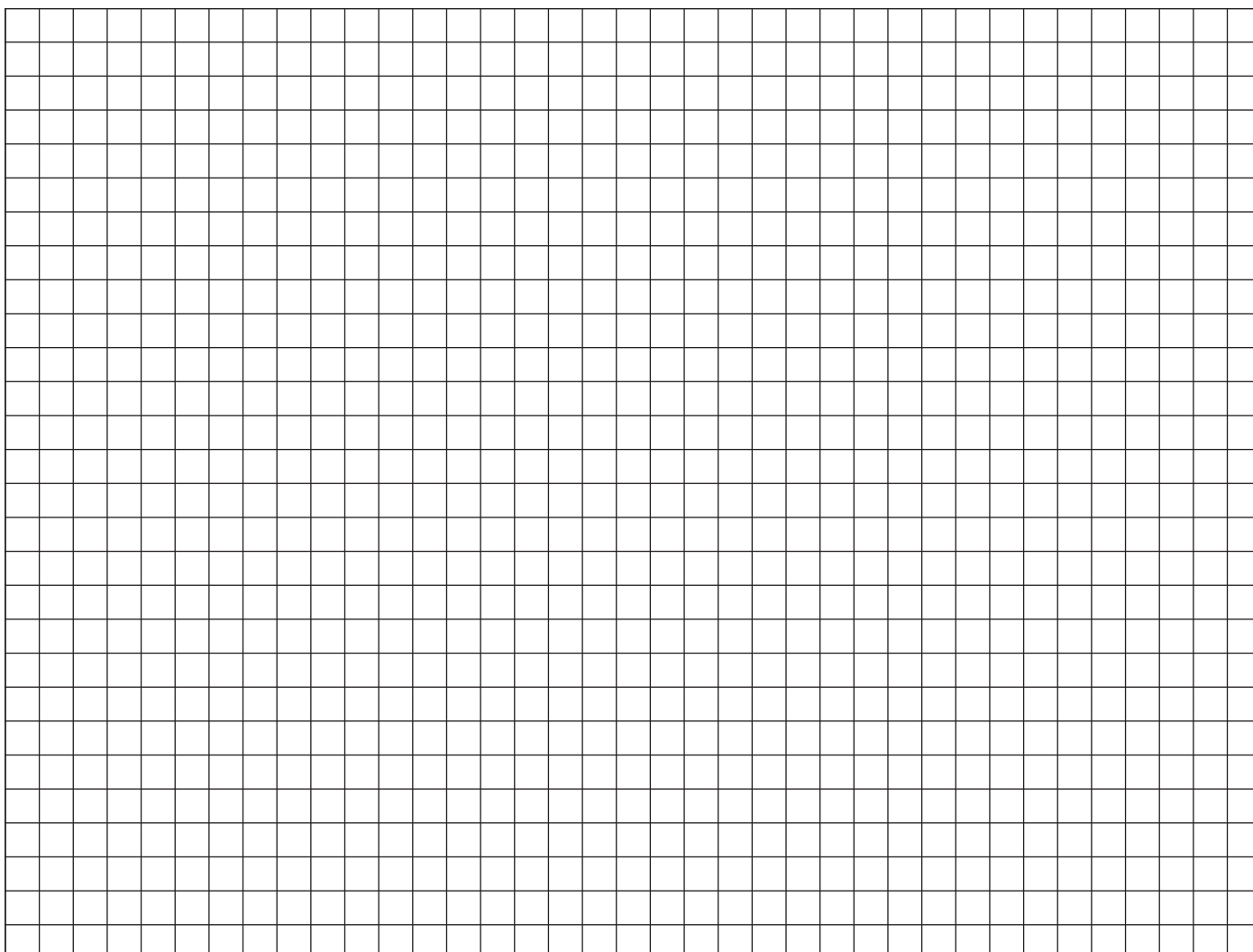
Country / Town / Postcode _____

Tel. with area code and ext. _____

Fax with area code and ext. _____

Sketch of the stand with precise dimensions where the individual/multiple compressed air connection(s) is/are to be installed. In the case of multiple connections, kindly mark them in accordance with the numbering system on page 1.

Please mark the position of your stand by showing adjacent stands, aisles or hall entrances.



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

■ Terms of Supply and Connection for Compressed Air/Vacuum:

- Exhibitors using their own compressor must notify Messe München GmbH, Technical Exhibition Services Division (TAS). Orders for compressed air connections and ground plan/plans (form 5.4) must be submitted to **Messe München GmbH's TAS** no later than the date specified in the Order Forms for Exhibitor Services. No guarantee can be given that connections applied for after this date will be installed in time.

A surcharge (item no. 36951) amounting to EUR 42.50 will be raised for late orders submitted less than 14 days prior to the start of the set-up period.

- The list of dimensions and tolerances supplied to the exhibitor or ordering party must be checked, countersigned and returned as soon as possible. This list is subsequently used for invoicing purposes. Any complaints concerning the products or services provided must be addressed to Messe München GmbH's TAS before the stand is dismantled so that a proper inspection can be carried out. Subsequent complaints about the products or services provided will not be acknowledged.
- If an order is cancelled less than 14 calendar days prior to the start of the event, the ordering party shall be required to pay a lump sum amounting to 75 % of the costs of the ordered services. The exhibitor shall still have the right to provide proof that such an amount is in excess of the saving in outlay accruing to Messe München GmbH.

- Prices include the following services depending on the item number:

Single connection

Connection for one appliance take-off point, laying of compressed air pipes to the connection point on the stand incl. connection of one appliance take-off point, small parts and fittings, maintenance of the equipment installed.

Multiple connection

Connection for more than one appliance take-off point, compressed air pipes, T-distributors, fittings, small parts, maintenance of the equipment installed, set-up and dismantling.

Pressure-reducing valve

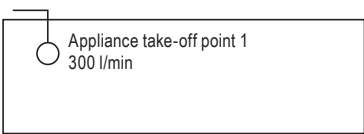
Installation and rental of a pressure-reducing valve incl. manometer for take-off pressure of 0.5–10 bar.

- The quality of the compressed air at the point of transition from the compressor station into Messe München GmbH's piping network meets the following classification in accordance with ISO 8573-1:

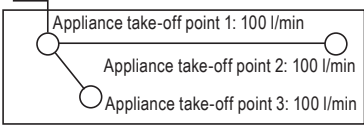
Oil content	Class 1 = max. oil concentration of 0.01 mg/m ³
Solid content	Class 1 = max. particle size of 0.1 µm / max. particle density of 0.1 mg/m ³
Water content	Class 4 = dew point pressure ≤ +3 °C

- Sample calculation

Single connection (only one appliance take-off point)

Total requirement on stand: 300 l/min	Item no.	Cost
	36003	639.00
	Total	639.00

Multiple connection (more than one appliance take-off point)

Total requirement on stand: 300 l/min	Item no.	Cost
	36003	639.00
	36200	39.50
	36200	39.50
	Total	718.00

- Prices

Item no.	Compressed air / Single connection incl. connection of one appliance take-off point	Per item in EUR
36001	up to 100 l/min	429.00
36002	up to 200 l/min	525.00
36003	up to 300 l/min	639.00
36004	up to 450 l/min	748.00
36005	up to 600 l/min	1,140.00
36006	up to 800 l/min	1,367.00
36007	up to 1000 l/min	1,419.00
36008	up to 1500 l/min	1,674.00
36009	up to 2000 l/min	1,717.00
36010	up to 2500 l/min	1,832.00
36011	up to 3000 l/min	1,974.00
36012	up to 4000 l/min	2,110.00
36013	up to 5000 l/min	2,253.00
36014	up to 6000 l/min	2,584.00
36015	up to 8000 l/min	2,761.00
36090	Cost plus hourly rate for all other work	44.65

Item no.	Multiple connection as from 2 nd appliance take-off point	Per item in EUR
36200	Multiple connection take-off point	39.50

Item no.	Pressure-reducing valves	Per item in EUR
36400	up to 100 l/min	26.95
36401	up to 200 l/min	28.20
36402	up to 600 l/min	33.20
36403	up to 2500 l/min	40.35
36404	up to 5000 l/min	57.30
36405	up to 8000 l/min	67.50

- Messe München GmbH reserves the right to install the compressor for the compressed air supply on the stand or in the immediate vicinity of the stand (if only a limited supply of compressed air is required, for instance). No objections may be raised on account of, for example, noise disturbance caused by the compressor. The compressors are operated at a pressure of 10 bar. Insofar as a lower pressure level is required, a pressure-reducing valve must be installed and needs to be ordered separately. Compressed air connections up to 60 bar or nitrogen systems can also be ordered, for either of which, however, a separate quote must be obtained. The entire compressed air installation (incl. materials) is supplied to the exhibitor on a rental basis only. Please refer to the liability ruling set out under point 5 of the General Terms of Contract for Exhibitor Services for further details.
- Messe München GmbH's General Terms of Contract for Exhibitor Services are a constituent part of any contract concluded.

Event _____

Event date _____

■ Orders

The information and telecommunication services detailed overleaf are to be ordered exclusively through Messe München GmbH. Orders are subject to approval by Messe München GmbH; this approval may also be implicit, e.g. in that the requested services are supplied.

The exhibitor is entitled to cancel an order for the information and telecommunication services detailed overleaf, either partially or entirely, on condition that notice of cancellation is received by Messe München GmbH no later than three weeks prior to the opening of the fair or event. In all other cases, the contract can only be revoked with the written approval of Messe München GmbH. Messe München GmbH is not obliged to grant such approval. Messe München GmbH will grant approval only on condition that the exhibitor pays 20 % of the value of the contract (plus VAT) as a standard cancellation fee. If Messe München GmbH can provide evidence that the costs incurred were greater than the amount of the standard cancellation fee, then Messe München GmbH is entitled to invoice the exhibitor for the actual costs, rather than the standard cancellation fee. If the exhibitor can provide evidence that the costs incurred by Messe München GmbH were lower, then the standard cancellation fee may be reduced accordingly.

If the exhibitor wishes to modify an order for services after it has already been fulfilled by Messe München GmbH, in particular with regard to installations on the exhibition stand, then Messe München GmbH is entitled to charge a modification fee of **EUR 82.50** plus VAT for each modification, on condition that Messe München GmbH actually commits to carrying out the modification. An additional fee of **EUR 76.40** plus VAT will be raised on late orders received as of 14 calendar days before the start of the official stand set-up period.

■ Period of availability

The information and communication services ordered will be made available for the duration of the trade fair in question, as well as for six hours before the beginning and six hours after the end of the trade fair. If provision of information and communication services is required outside this period, this additional availability must be ordered separately from Messe München GmbH. These services will be charged additionally.

■ Assignment

All products and services ordered will be provided by Messe München GmbH or its designated subcontractors and will be assigned to exhibitors on a rental basis. If an exhibitor uses his own terminal equipment this must conform to the legal regulations currently in force, including the valid EU directives applicable to terminal equipment and the CCITT Recommendations, especially CCITT Recommendation i430. The analog lines provided are PBX extensions with a dial tone that differs from that of the public telephone network.

If an exhibitor fails to comply with this obligation and malfunctions occur as a result, Messe München GmbH shall be entitled in particular to demand reimbursement of the costs of analysing the malfunctions and for fault clearance from the exhibitor. Messe München GmbH shall also be entitled to demand that the exhibitor immediately disconnects from the network the terminal equipment causing the malfunctions.

For Internet accesses the network cards used in the exhibitor's PC must conform to the Ethernet specifications (IEEE 802.3). The IP addresses applied for from the Messe München GmbH address range (Class C address) will be made available to the exhibitor with the order confirmation. The exhibitor may not under any circumstances use IP addresses other than those provided by Messe München GmbH or modify the prescribed subnet masks. If an exhibitor fails to comply with this obligation and malfunctions occur as a result Messe München GmbH shall be entitled in particular to demand reimbursement of the costs of analysing the malfunctions and for fault clearance from the exhibitor. Messe München GmbH shall further be entitled to exclude from the LAN any exhibitors who despite previous warnings use IP addresses other than those assigned to them or who use subnet masks other than those prescribed for them and to demand reimbursement of the associated costs. In the event of network functionality being attacked or other attacks being carried out, Messe München GmbH reserves the right to block the given connection on an either temporary or permanent basis.

If malfunctions occur in the PC of an exhibitor who has used IP addresses other than those assigned to him or has modified the subnet mask, Messe München GmbH will clear the fault at the request and risk of the exhibitor at the Messe München GmbH prices valid at the time of the trade fair.

At the request of the exhibitor Messe München GmbH will configure the PC, if this is technically and operationally possible, at the exhibitor's risk and at the Messe München GmbH prices valid at the time of the trade fair.

When using Internet connections (IP connections, ISDN, etc.), the unsolicited despatch of e-mails for advertising purposes (mail spamming) or unsolicited despatch of news for advertising purposes (news spamming) to third parties is prohibited. The exhibitor and other users are provided with permanent access to the Internet together with the Internet connection. As the data is transmitted in a transparent manner via this connection (as per RFC812 on OSI level 3), Messe München GmbH has no influence on the content thus transmitted and, as such, is unable to filter out any undesirable content that might impact on the usage of the Internet access. At the end of the contractual term, the IP address should no longer be used.

The customer (user) undertakes to neither offer information with illegal or immoral content nor to refer to offers with such content. This includes above all such content as serves the incitement of the people as defined under articles 130, 130a and 131 of the German Criminal Code, encourages criminal activity, glorifies or trivializes violence, is pornographic or suitable for use as pornography as defined under article 184 of the German Criminal Code, constitutes a serious moral risk for children or juveniles or compromises their welfare.

■ Service center

A service center has been set up on the exhibition site in case of faults. This service center can be contacted under the number +49 89 949 11666 during the following times:

- set-up period: 8:00–18:00
- 1st day of event: one hour prior to event commencing through to end of event
- during the trade fair: in accordance with the opening hours of the given event
- last day of event/1st day of dismantling period: from start of event through to 20:00
- dismantling period: 9:00–14:00

■ Liability

The exhibitor will be invoiced for the cost of replacing lost or damaged terminal equipment. The manufacturer's list price shall apply in case of doubt.

Exhibitors bear the liability for the loss, damage or destruction of all communications equipment made available. If liability is conditional upon fault, it is the responsibility of exhibitors to provide evidence that they are not at fault.

As far as Messe München GmbH's liability is concerned, item six of the General Terms of Contract for Exhibitor Services of Messe München GmbH applies. If an order is received by Messe München GmbH later than five weeks prior to the opening of the fair or event, acceptance of the order does not imply that Messe München GmbH assumes any responsibility for the proper and timely fulfillment of service provision. In such cases, should Messe München GmbH fail to fulfill service provision or fail to fulfill it properly and on time, the exhibitor is only entitled to cancel the contract for the information and telecommunication services detailed overleaf, or to reduce the agreed remuneration accordingly. All further claims are excluded.

■ Call connections

Connections within the exhibition center network are free of charge.

Any services provided by external network operators (e.g. Deutsche Telekom AG) are subject to their terms and conditions of business and service specifications, and are a constituent part of the agreed contract.

■ Return of terminal equipment

Terminal equipment will be taken back by Messe München GmbH on the last day of the dismantling time at the latest. If in an exceptional case the equipment is not taken back, the exhibitor must return terminal equipment still in his possession to Messe München GmbH and obtain a confirmation of receipt. In cases of doubt this confirmation of receipt will provide proof of return.

■ Connection conditions

All connections/equipment ordered will be provided exclusively by Messe München GmbH. The specified prices apply for provision in one-storeyed stands. In the case of multi-storeyed stands, the price for provision shall apply only for installation on the ground level. The connection will be provided from the allocated point of connection in the utilities conduit to the required location at the stand. The connecting line must not be more than 12 m long; this also applies to the structured cabling for the connecting cable to the LAN. The exhibitor is required to make allowance for this when planning the stand. An extension of this connecting line is available on request. A special order is required for an extension of the connecting line or provision in the upper level of multi-storeyed stands. Connections for telephone, fax, modem, EURO-ISDN and for 2/4 wire connections will be provided using the RJ45 connection system (according to EIA/TIA). Private terminal equipment can only be used on the EURO-ISDN and fax/modem connection. Fiber-optic connections (single-mode, multimode) use the E2000 connection system. For applications requiring a transmission speed of more than 2 Mbit/s and for services that can only be carried out on the basis of special orders, please contact our team of consultants to clarify the details early on.

Externally required communications connections may only be provided by the network operator as far as a central transfer point on the exhibition site stipulated by Messe München GmbH. The extension of these connections from the transfer point to the exhibitor's stand will be implemented exclusively by Messe München GmbH via the on-site network.

Ordering the external connection path up to the transfer point on site will be commissioned by Messe München GmbH. Services provided by the network operator will be shown and charged separately.

Messe München GmbH will coordinate the provision of the complete connection.

■ General Terms of Contract for Exhibitor Services

Messe München GmbH's General Terms of Contract for Exhibitor Services apply additionally.

■ General points to note concerning information and telecommunications services

■ Perfect connections for communicating with each other!

State-of-the-art ISDN telecommunications systems await you in Munich, virtually ensuring good business! Talk to us about the options available, so that you can communicate even better with your customers and interested parties.

■ Telephone/Telefax/Modem/ISDN

The Messe München GmbH exhibition center is equipped with state-of-the-art communications technology and via its comprehensive infrastructure with high-performance communications connections/facilities provides users with an optimum system for transmitting voice, data and image information.

The provision of voice communication services to the entire exhibition center is guaranteed thanks to a modern IP telecommunications system. In addition to LAN connections, fully-featured IP telephones, fax machines and WiFi routers, Messe München GmbH can also provide you with mobile (GSM/UTMS) telephones, subject to a charge, ensuring accessibility throughout the exhibition center. By dialling "0" to get an outside line, you can then autonomously access any telecommunications connection in the world.

At the same time, you can be reached by your national and international business partners directly, thus further enhancing your business contacts.

In conjunction with the telecommunications system, the end devices on your exhibition stand provide you with numerous service features that support effective communication:

- **fast connection set-up** via state-of-the art technology and IP functionality
- **display options and menu-guided user information** for visual communication support
- **function/one-touch keys** for depositing frequently recurring functions (e.g. dialling head office via one-touch button)
- **open listening with fully featured IP devices**
- **consultation hold/transferring of calls** to other connections within your stand organization (to and from mobile telephones too) as well as to any connections within the exhibition center
- **dial repeat, call back function** (e.g. depositing a call-back request when line is engaged)
- **call transfer to another connection** (e.g. your exhibition mobile telephone so that you are not tied to one location)
- **group connection for several hard-wired connections**, multiple accessibility via one phone number, even when lines are engaged
- **electronic lock** for protecting end devices against unauthorized use
- **voice memory/voice box** integrated answer phone function for IP comfort devices and mobile telephones with the option of targeted querying. A caller who does not get hold of you immediately can leave a message for you there.

■ Broadband connection (TV)

A broadband communications network suitable for hyperband and offering blanket coverage is installed throughout the exhibition center enabling every exhibition stand to receive a wide range of TV programs.

Programs are transmitted using the PAL, B/G standard with adjacent channel allocation.

The antenna connections (BC terminal boxes) that can be obtained from us provide you with a selection of approx. 25 television programs. An overview of the available programs can be supplied on demand.

Any channels that do not automatically feed into the local network can be set up on request; such request constitutes a separate order and must have been placed with us at least 14 days prior to the trade fair commencing.

■ Internet

part of life today and a must on your exhibition stand, too.

Search, find and print out news or product information, receive messages and stay in touch at all times by digital link. During trade fairs and exhibitions you can continue to have convenient access to the important information medium Internet and receive and send information by e-mail.

■ Internet service: economy access

Messe München GmbH provides the connection together with a dynamic/private IP address. Only the access code provided by Messe München GmbH can be used for accessing the Internet. The allocation of additional IP addresses is not possible!

- Internet access 4 Mbit/s, synchronous Internet connection incl. flat rate, dynamic/private IP address, one ethernet port/RJ45
- Internet access 8 Mbit/s, synchronous Internet connection incl. flat rate, dynamic/private IP address, one ethernet port/RJ45
- Internet access 16 Mbit/s, synchronous Internet connection incl. flat rate, dynamic/private IP address, one ethernet port/RJ45

■ Internet service: business access

Messe München GmbH provides the connection together with a fixed IP address.

Further IP addresses can be allocated subject to payment of a charge.

The usage charge for the duration of the event is included.

- Internet access 4 Mbit/s, synchronous Internet connection incl. flat rate, one fixed/public IP address, one ethernet port/RJ45
- Internet access 8 Mbit/s, synchronous Internet connection incl. flat rate, one fixed/public IP address, one ethernet port/RJ45
- Internet access 16 Mbit/s, synchronous Internet connection incl. flat rate, one fixed/public IP address, one ethernet port/RJ45
- Internet access 25 Mbit/s, synchronous Internet connection incl. flat rate, one fixed/public IP address, one ethernet port/RJ45

Event

Event date

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

We hereby order—in the name and for account of the registered main exhibitor—subject to acceptance of the terms of business (form 6.0). Orders in the name of co-exhibitors are not possible.

■ Connection with terminal

Quantity	No.	Item no.	Description	EUR
	1.	37001	Combi package (IP telephone and fax machine incl. connecting unit), functional features see items 2 & 3	345.00
	2.	37002	Fully featured IP telephone incl. connecting unit. Functional features: open listening, callback, conference call, consultation hold/call transfer	126.50
	3.	37003	Fax machine incl. analog connection for normal paper, with copy function	280.50
	4.	37004	Exhibition mobile phone (GSM/UMTS) incl. voice flat rate. Wireless accessibility throughout the exhibition site.	114.00
	5.	37005	Conference phone , 1 microphone, incl. connection and phone number	219.00
	6.	37006	Conference phone , 2 microphones, incl. connection and phone number	259.00

■ Connections without terminal

(only possible with RJ 45 plug or adapter)

Quantity	No.	Item no.	Description	EUR
	7.	37007	Analog extension	103.00
	8.	37008	external ISDN multipoint connection, incl. NTBA (2 lines, 3 phone numbers)	219.00

■ Broadband connection (TV)

Quantity	Nr.	Item no.	Description	EUR
	9.	37009	Transfer to PAL B/G standard with adjacent channel occupation incl. BC connection box	157.00

■ Miscellaneous

Quantity	No.	Item no.	Description	EUR
	10.	37504	Cost-plus hourly rate for miscellaneous additional services	95.50
	11.	37501	Late order charge as of 14 calendar days or less prior to start of the official beginning of stand assembly	76.40
	12.	37503	Flat rate for alterations	82.50
	13.	37502	Cancellation fee	82.50

Required date of availability for ordered equipment

If you require further services/information, please give the name of the contact responsible at your company.

Name

Telephone

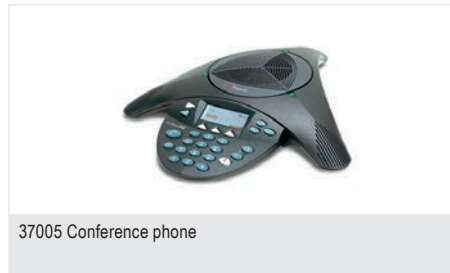
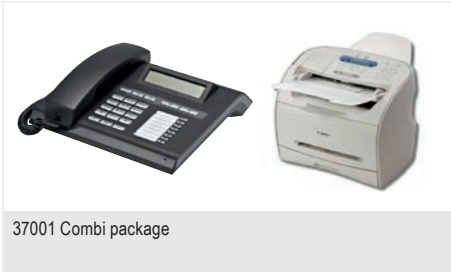
Fax

■ Please note

- Items 1 – 8 including call charges
- It is essential for a sketch of the stand layout to be submitted (e.g. form 6.5) before services can be provided!
- The above-mentioned connections are tied to Messe München GmbH's telephone service provider – no call by call or preselection, nor 010.. numbers possible!
- Internet services incl. flat rate.

Place / date

Company stamp and legally binding signature of exhibitor



Event

Event date

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

We hereby order—in the name and for account of the registered main exhibitor—subject to acceptance of the terms of business (form 6.0). Orders in the name of co-exhibitors are not possible.

■ Internet services: Economy access

RJ45 plug as transfer point



Quantity	Nr.	Item no.	Description	EUR
	1.	37100	Internet access max. 4 Mbit/s , incl. flat rate, dynamic/private IP address	369.00
	2.	37101	Internet access max. 8 Mbit/s , incl. flat rate, dynamic/private IP address	399.00
	3.	37102	Internet access max. 16 Mbit/s , incl. flat rate, dynamic/private IP address	499.00
	4.	37103	Internet access max. 25 Mbit/s , incl. flat rate, dynamic/private IP address	649.00

Higher bandwidths available on request.

■ Internet services – Business access

RJ45 plug as transfer point



Quantity	Nr.	Item no.	Description	EUR
	5.	37110	Internet access max. 4 Mbit/s , incl. flat rate, 1 fixed/public IP address	509.00
	6.	37111	Internet access max. 8 Mbit/s , incl. flat rate, 1 fixed/public IP address	639.00
	7.	37112	Internet access max. 16 Mbit/s , incl. flat rate, 1 fixed/public IP address	1,199.00
	8.	37113	Internet access max. 25 Mbit/s , incl. flat rate, 1 fixed/public IP address	1,899.00

Required date of provision of equipment ordered

Place / date

Company stamp and legally binding signature of exhibitor

Event _____

Event date _____

Exhibitor _____

Hall / Stand no. _____

Outdoor exhibition area / Block _____

VAT no. _____

Contact _____

Street / P.O. Box _____

E-mail _____

Country / Town / Postcode _____

Tel. with area code and ext. _____

Fax with area code and ext. _____

We hereby order—in the name and for account of the registered main exhibitor—subject to acceptance of the terms of business (form 6.0).
Orders in the name of co-exhibitors are not possible.

■ Additional services, accessories for rent

Quantity	No.	Item no.	Service	EUR
	7.	37140	1 x additional public IP address for the business access Internet service	45.00
	8.	37141	1 x 24 port switch, max. 24 x ethernet/ RJ45 connections possible	79.00
	9.	37142	1 x mini-switch, (min. 4 port ethernet/ RJ45 connections)	29.00

■ WLAN service, accessories for rent

Quantity	No.	Item no.	Service	EUR
	10.	37150	WLAN router for connection to existing economy/business access Internet service incl. configuration	129.00

■ Miscellaneous

Quantity	No.	Item no.	Service	EUR
	11.	37504	Cost plus hourly rate for miscellaneous/ additional services	95.50
	12.	37501	Surcharge for late order placed 14 days prior to start of event or later	76.40
	13.	37503	Flat charge for alterations	82.50
	14.	37502	Cancellation fee	82.50

Required date of provision of equipment ordered _____

■ Please note

1. RJ45 used as connecting system!
2. In the outdoor exhibition area, a 230 V electrical connection must be provided by the exhibitor.
3. The submission of a layout plan (e.g. form 6.5) is a mandatory requirement for the provision of services.
4. Internet services incl. flat rate



37141 24 Port switch



37142 Mini-switch



37150 WLAN router

Place / date _____

Company stamp and legally binding signature of exhibitor _____

Event

Event date

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

The infrastructure on the exhibition grounds makes it possible to provide additional interesting communications services over and above the items listed in forms 6.1–6.2. Detailed information on these products is available on request from Messe München GmbH (MMG). Please mark the services you require in the list below and send this form to us at the above address. We will be glad to send you information.

- Exhibition facilities on-site communication links**
(e.g. LAN connections, link between stands)
- Communication links to the exhibition grounds**
(e.g. ISDN basic access/PMx connections, data direct/standard fixed connections)
- Video conference equipment**

■ Communication links within the exhibition facilities

Messe München GmbH provides a communications platform with an application-neutral cable infrastructure covering the whole area of the exhibition grounds which will allow present-day and future communications methods/applications to be used without restriction.

This infrastructure enables permanently wired connections to be provided over the entire site, within a stand as well as between different stands.

Messe München GmbH provides the necessary physical links and connection points so that you are free to configure your applications needed. This allows you to reduce the costs for stand cabling, e.g. if you want to configure a LAN (Local Area Network).

It is also possible to create virtual LANs if you are exhibiting on two stands, for example, and want to network your IT systems. Transmission speeds of up to several Gbit/s are possible in the backbone and up to 100 Mbit/s in the access area.

The following connections are available:

- Copper 2/4 wire (RJ 45 connection system)
- Single-mode or multimode optical fiber (E 2000 connection system)

■ Supply of external communication links to the exhibition grounds (data direct/non-switched connections, provision of connections)

This new communications platform includes the provision of external connections (data direct/non-switched connections, etc.) of public networks from the respective network operators/carriers from locations outside the exhibition grounds to your stand.

Communications connections from locations outside the exhibition grounds may only be provided by the network operator as far as a central transfer point on the exhibition grounds specified by Messe München GmbH. The extension of these connections from the transfer point to your exhibition stand will be implemented exclusively by Messe München GmbH via the on-site network.

Information about the type and purpose of application are required when you order external connections. For this purpose please use this order form and indicate the required date of availability and your contact person for technical inquiries.

Ordering the external connection path up to the transfer point on site will be commissioned by Messe München GmbH. Services provided by the network operator will be shown and charged separately. Messe München GmbH will coordinate the provision of the complete connection.

■ Video conference equipment

Communication via video conferencing systems has now become established. It provides a fast, direct and affordable means of corporate communications which is increasingly adopted by companies.

Messe München GmbH offers you user-friendly, mobile video conferencing equipment at the exhibition center. We provide you with a full-service solution with all necessary connections and components, offering you the following benefits:

- Flexible ISDN video conferencing system with full functionality at an affordable price
- Extremely user-friendly, icon-based user interface, wireless infrared remote control and context-sensitive online help
- Optional inverse multiplexer supporting transmission rates of up to 384 Kbit/s
- Many different conference situations are supported, up to and including multipoint meetings

Place / date

Company stamp and legally binding signature of exhibitor



Event

Event date

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

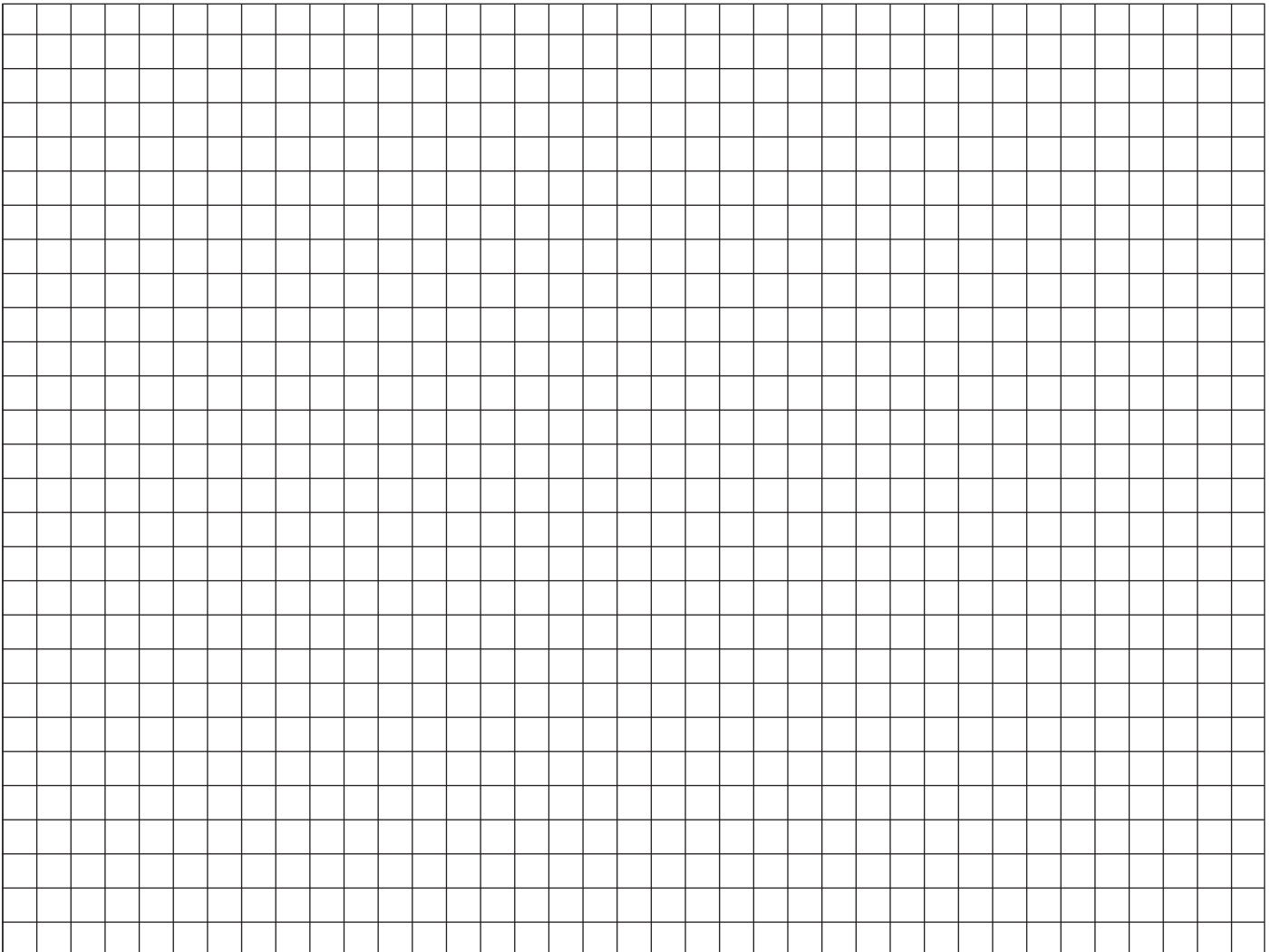
Tel. with area code and ext.

Fax with area code and ext.

Sketch of the stand showing the precise position of the connections/services ordered. Please use the following symbols to mark the connections:

■ Tel./Fax/. . . ▼ Internet ● Broadband cable connection

Please mark the position of your stand by showing adjacent stands, aisles or hall entrances.



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

Event _____

Event date _____

Contact and invoicing:

Herrmann & Schmidt – Dienstleistungen

Willy-Brandt-Allee 9 | 81829 München | Deutschland

Tel. +49 89 949-24700 | Fax +49 89 949-24707

orders@standreinigung.de | www.standreinigung.de

Exhibitor _____

Hall / Stand no. _____

Outdoor exhibition area / Block _____

VAT no. _____

Contact _____

Street / P.O. Box _____

E-mail _____

Country / Town / Postcode _____

Tel. with area code and ext. _____

Fax with area code and ext. _____

■ Important

Any orders submitted later than two calendar days prior to the commencement of the event are subject to a late order surcharge of 25 percent, based on the gross exhibition space. A surcharge of EUR 35.00 per invoice will be raised for any address changes made subsequent to receipt of the invoice. Should any cleaning be required in lockable areas (e.g. booths, cubicles, etc.), the approved contractor must be supplied with the appropriate keys. In such cases, kindly arrange an appointment with the relevant approved contractor in good time for handing over the keys. The exhibitor must have an electrical supply available on the stand for usage by the cleaning staff.

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

Only such complaints as are submitted by 10:00 on the day after execution of work will be considered. The approved contractors are entitled to collect payment on the stand.

■ Related services including consulting

Stand area/m² _____

We would be pleased to advise you on site and provide you a personalized offer for special and additional services.

please check		EUR
<input type="checkbox"/> daily	Cleaning of furniture, display cases, doors, partition walls and door frames; cleaning of glass; cleaning of exhibits, vehicles; shampooing/removing carpets, removing heel marks	30.50/ per hour
<input type="checkbox"/> one-time	Cutting and disposal of plastic sheeting	0.55/m ²
	Cutting and disposal of plastic sheeting incl. cleaning of flooring areas	0.95/m ²
	Special cleaning of stand after stand party	Surcharge of 0.50/m ²

Appointment on stand for consultation on (date/time) _____

Contact person/Mobile phone no. _____

■ Stand cleaning

Stand area/m² _____

Cleaning is carried out for the first time on the last day of the stand set-up period from 18:00 and then daily after the trade fair closes.

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

For the duration of the event

Yes

No, only on the following days _____

Prices stand cleaning:

– Initial cleaning at end of set-up: EUR 1.55/m²

– Each further cleaning: EUR 0.60/m² per cleaning

All prices quoted are net and subject to statutory value-added tax.

Please note that the minimum invoice amount is EUR 30.00.

■ Address for Invoicing

Invoice recipient, if different from the exhibitor: _____

Company name _____

VAT no. _____

Street / P.O. Box _____

Country / Town / Postcode _____

Place / date _____

Company stamp and legally binding signature of exhibitor _____

Event _____

Event date _____

Contact:

Remondis GmbH & Co. KG
Recyclinghalle bei Tor 16
Messegelände | 81829 München | Germany
Tel. +49 89 949-24730 | Fax +49 89 949-24739
wolfgang.lorch@remondis.de

Exhibitor _____

Hall / Stand no. _____

Outdoor exhibition area / Block _____

VAT no. _____

Contact _____

Street / P.O. Box _____

E-mail _____




Country / Town / Postcode _____

Tel. with area code and ext. _____

Fax with area code and ext. _____

■ Binding order for waste disposal services

We hereby order—in the name and for account of the registered main exhibitor—subject to acceptance of the terms of business on page 2.
Orders in the name of co-exhibitors are not possible.

Item no.	Description	Set-up phase				EUR/unit
		Qty.	Delivery date	Qty.	Delivery date	
30840	120 l waste sack for mixed waste Price incl. collection and disposal Filled sacks will be collected from the stand.	_____	_____	_____	_____	14.40/each
		unit(s)	Delivery date	unit(s)	Delivery date	
30832	 1,5 m³ container for mixed waste Price incl. delivery and collection as well as disposal of container content Container will be delivered to and collected from the stand.	_____	_____	_____	_____	196.00/each
		unit(s)	Delivery date	unit(s)	Delivery date	
30833	 2,5 m³ container for mixed waste Price incl. delivery and collection as well as disposal of container content Container will be delivered to and collected from the stand.	_____	_____	_____	_____	262.00/each
		unit(s)	Delivery date	unit(s)	Delivery date	
30834	 5 m³ container for mixed waste Price incl. delivery and collection as well as disposal of container content Container will be delivered to and collected from the stand.	_____	_____	_____	_____	388.00/each
		unit(s)	Delivery date	unit(s)	Delivery date	
30801	Disposal of carpeting Price incl. collection, loading and disposal	_____	_____	_____	_____	2.40/m²
		m² of carpet	Delivery date	m² of carpet	Delivery date	
30805	Disposal of plastic sheeting Price incl. collection, loading and disposal	_____	_____	_____	_____	0.16/m²
		m² of sheeting	Delivery date	m² of sheeting	Delivery date	
30807	Disposal of wooden panels and chipboard Price incl. collection, loading and disposal	_____	_____	_____	_____	69.00/m³
		m³ of wood	Delivery date	m³ of wood	Delivery date	
30809	Other waste	_____	_____	_____	_____	Price on request
	Please specify waste: _____	m³ of waste	Delivery date	m³ of waste	Delivery date	

Place / date _____

Company stamp and legally binding signature of exhibitor _____

■ Terms of business

1 General

- 1.1 Every exhibitor is obliged to dispose of such waste as is generated on his exhibition stand at his own expense and without delay. Messe München GmbH provides exhibitors with a wide range of environmentally friendly waste disposal services. Once Messe München GmbH's approved waste disposal contractor has been appointed, the latter guarantees the due and proper disposal of the waste generated.
- 1.2 If you have appointed a company to build your exhibition stand, please inform the company concerned of our relevant guidelines.
- 1.3 In accordance with Munich city council statutes concerning the disposal of commercial and construction waste, the separation of waste into individual recyclable groups is a mandatory requirement. All exhibitors and stand builders are therefore obliged to take effective steps before, during and after the event to minimize waste and ensure both its proper separation and disposal. Disposable carpeting should be avoided. Please refrain from using disposable tableware.
- 1.4 Waste for the disposal of which no approved waste disposal contractor has been appointed may at no time be stored outside the rental stand area. The storage of empty boxes in the hall is generally prohibited.
- 1.5 The waste containers in the loading yards may be filled by persons appointed by Messe München GmbH only.

2 Waste disposal during the stand set-up and dismantling periods

- 2.1 Page 1 of this form should be used for ordering waste disposal services. We kindly ask you to place your order no later than six weeks prior to the start of the set-up period to ensure the punctual processing of your order.
- 2.2 Waste sacks (item no. 30840) will be supplied as of the delivery date requested. If no delivery date is stated, they will be supplied in the course of the last stand set-up day. Sacks that have been filled may remain in the halls and will be collected from there.
- 2.3 Containers (item nos. 30832 and 30833) are lockable (padlock not included) and will be delivered to the stand as of the delivery date requested and will be collected from there too. Containers with a capacity of 1.5 or 2.5 m³ are equipped with rollers and can be moved by hand. Containers with a capacity of 5 m³, which can be moved with a pallet truck, will be delivered to and collected from outside the hall only. The collection and/or emptying of containers can be registered directly with the approved waste disposal contractor at +49 89 949-24740 as and when required. If the container lid can no longer be shut due to the container being too full, a handling fee of EUR 70 (item no. 30806) will be charged for each such container. Notably on the last stand set-up day, Messe München GmbH and/or its approved waste disposal contractor are entitled to collect filled containers at the expense of the exhibitor if the containers are left standing for longer than two hours without any request for collection.
- 2.4 Waste sacks (item no. 30840) and containers (item nos. 30832 to 30834) may be filled with mixed waste (no hazardous waste, no food waste, no liquids) only.
- 2.5 Carpeting (item no. 30801) can be rolled up or bundled and left on the stand for collection if it has been registered for collection. Wood and chipboard (item no. 30807) as well as any other waste generated (item no. 30809) can be collected following its registration with the approved waste disposal contractor and the issuing of a delivery note. During the stand set-up period wood waste and/or chipboard can be collected from OUTSIDE the halls only; during the dismantling period it can be collected from inside the halls.
- 2.6 For other waste not mentioned on page 1 or in the event that larger containers are required, please contact our approved waste disposal contractor at +49 89 949-24730 and ask for a special offer.
- 2.7 On the evening of each stand set-up and dismantling day, all waste must have been removed from the halls by 20:00.
- 2.8 The rental area is to be left in a swept and generally clean state at the end of the dismantling period. Adhesive tape and other debris are to be removed by the exhibitor himself or by a company appointed by him.

3 Waste disposal during the event

- 3.1 Gray waste sacks will be distributed during the event for any standard (non-production) waste generated on the stands. The sacks filled with waste must be deposited on the stand perimeter in the evenings (by 20:00). Important to note! No collection of waste is possible in the mornings! Any further questions you may have should be addressed to our Technical Exhibition Services Division (TAS).
- 3.2 Containers for food waste and old oil/fat are delivered to the outside of the halls following a request to this effect by telephone at +49 89 949-24730. Kindly contact our approved waste disposal contractor for this purpose in good time. All containers are equipped with rollers and can be moved by hand.

Item no.	Description	Price/container
30824	120 l container (can be located on stand area)	14.40 EUR

4 Billing of disposal services and other provisions

- 4.1 All prices stated are net and subject to statutory value-added tax.
- 4.2 The order placed via page 1 is binding. Services ordered will be billed to the exhibitor. Cancellation is possible free of charge up until 14 days prior to the date of delivery. Any cancellations made after this time will be billed at 50 % of the price. The full price will be charged if the services ordered are rejected upon their delivery.
- 4.3 The recipient of the bill is always the contractual partner (exhibitor) of Messe München GmbH. The bill cannot be addressed to a third party.
- 4.4 The exhibitor is obliged to pay the amount due without deduction immediately upon receipt of the bill. Messe München GmbH is entitled to demand advance partial payment of the services ordered. Messe München GmbH is not obliged to check the details stated for their correctness and completeness. Any doubt in this respect is the responsibility of the customer.
- 4.5 Messe München GmbH reserves the right to change its prices due to higher disposal costs.
- 4.6 The provision of items on a rental basis is for the agreed use and period only. The exhibitor is liable for any damage and/or loss. Any items that are not returned will be charged to the exhibitor at the cost of replacement. The repair cost of any damage will also be billed to the exhibitor insofar as no replacement is required.
- 4.7 Messe München GmbH's Technical Guidelines and its General Terms of Contract for Exhibitor Services apply additionally.
- 4.8 Waste stored by the exhibitor, his customers or persons appointed by him outside the area of the stand without any arrangements having been made for its disposal and waste left by the exhibitor on the grounds of Messe München GmbH after the designated stand dismantling period will be disposed of as mixed waste (loose quantities; item no. 30812) at a price of EUR 90 EUR/m³ plus VAT, whereby a separate handling fee (item no. 30806) of EUR 70 plus VAT will be raised additionally. Each cubic metre or part thereof will be charged as 1 m³. The same applies to any adhesive tape or residue thereof that has not been removed from the hall floors by the end of the designated stand dismantling period.

Our approved waste disposal contractor Remondis GmbH & Co. KG can be contacted by telephone at +49 89 949-24730.

Event _____

Event date _____

Contact and invoicing:
Veranstaltungsdienst (VD)
Paul Mayr GmbH & Co. KG
Messegelände | 81823 München | Germany
Tel. +49 89 949-24500 | www.vd-mayr.de



Exhibitor _____

Hall / Stand no. _____

Outdoor exhibition area / Block _____

VAT no. _____

Contact _____

Street / P.O. Box _____

E-mail _____

Country / Town / Postcode _____

Tel. with area code and ext. _____

Fax with area code and ext. _____

VD Mayr GmbH & Co. KG offers you herewith the following security service categories for the protection of your stand and exhibits displayed on it:

Category 1	EUR/hour.	Category 2	EUR/hour.
Special stand security service provided by qualified security personnel (primarily at night)	26,05 ¹⁾	Special stand security service provided by qualified security personnel with additional training (day and night service, daytime staff dressed in civilian business clothes on request)	27,35 ¹⁾

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

The security service is generally provided up until the time the stand personnel or stand set-up/dismantling staff arrive. Should the security service be required to end prior to the arrival of stand personnel, please enter the time desired in the "End of Stand Security Period" column. Please note that only VDM, the security company

approved and appointed by Messe München GmbH, is authorized to provide special security services in accordance with the General Terms of Participation. The minimum period of deployment is 2.5 hours. No surcharges are raised for work on Sundays, public holidays or at night.

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

Number	Security personnel		Start of stand security period		End of stand security period		or arrival of stand personnel or stand set-up/dismantling staff
	Cat. 1	Cat. 2	date	time	date	time	
	<input type="checkbox"/>	<input type="checkbox"/>	From	/ (time)	to	/ (time)	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	From	/ (time)	to	/ (time)	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	From	/ (time)	to	/ (time)	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	From	/ (time)	to	/ (time)	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	From	/ (time)	to	/ (time)	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	From	/ (time)	to	/ (time)	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	From	/ (time)	to	/ (time)	<input type="checkbox"/>

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

Name _____

mobile phone. no. _____

The dates and times specified above will be reserved by VDM. Changes to guarding times can only be made in writing.

The General Terms of Business of Veranstaltungsdienst **Paul Mayr GmbH & Co. KG** (hereinafter referred to as "the company") apply for the performance of contract.

Orderer (if different from the exhibitor)
Street / P.O. Box / Country / Town / Postcode _____

For orders placed by third parties (e.g. stand-builders), the party placing the order is liable in cases where the acceptance of orders and/or costs is refused.

Place / date _____

Company stamp and legally binding signature of exhibitor _____

■ Surcharges

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

8 – 3 days prior to start of stand security period: 15 %

2 – 0 days prior to start of stand security period: 25 %

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

The fact that a security service is provided does not mean that the items under protection are insured.

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

The contractor is authorized to collect payment at the stand and will do so.

■ General Terms of Business (I)

Commercial traders/Companies as customers

To the extent that we act on behalf of commercial traders and such customers as equate to commercial traders as defined in the law governing rights in respect of general terms of business, the following General Terms of Business apply:

1. For the purposes of carrying out the orders we accept, only such persons as are reliable are deployed. All orders are carried out using our technical expertise and experience. Special requests and instructions from the customer must be made in writing, as must any subsequent changes to the agreements made.
2. Complaints of any kind relating to the execution of a given order are to be submitted to the company management without delay so that corrective measures can be taken. Should the violations concerned be of such a significant nature that the purpose of the contract is put at risk, the customer is entitled to cancel the contractual relationship without notice, providing the company management has been notified in writing without delay and no corrective action is taken within the appropriate period of time set.
3. In cases of force majeure, the company is entitled to interrupt or appropriately amend the execution of orders to the extent that their execution is not possible. The customer is not obliged to pay the respective charges during the period of interruption in the execution of the given order.
4. The agreed remuneration is due without deduction immediately following completion of services rendered. In the case of cash collection services, the company is entitled to take the amount due to it by way of remuneration from the cash collected.
5. No amounts due may be offset against the remuneration claims of the company **nor is the customer entitled to assert his right to withhold payment to the extent that the claims concerned are neither undisputed nor court-approved.**
6. Notwithstanding its liability in accordance with § 276 Section 11 BGB (German Civil Code), the company is liable only for damage occurring due to the gross negligence of its management and/or senior staff.
In all other cases, no liability for damage can be assumed.
7. The company has third-party liability insurance coverage with the following limits:
 - a) for damage to persons up to a maximum amount of EUR 2,000,000.
 - b) for damage to property up to a maximum amount of EUR 1,000,000.
 - c) for guarded items that are lost up to a maximum amount of EUR 500,000.
 - d) for financial losses up to a maximum amount of EUR 100,000.

It undertakes to maintain the coverage offered by its third-party liability insurance up to the limits detailed under points a) to d) and to provide evidence of the existence of the third-party liability insurance coverage if required to do so.

8. **Any right to claim against the company's third-party liability insurance lapses if the customer does not notify the company in writing without delay or, in cases where the given claim is rejected by the company and/or its insurance company, the claim is not legally asserted within a period of three months following its rejection.**
9. The customer may not himself employ personnel supplied by the company for similar purposes during the term of contract and for one year following the termination of contract.

10. The contract in respect of execution of the given order is binding for the company from the point in time at which the customer receives written confirmation of order. Any contractual agreement that has been concluded also applies to any legal successors the customer may have.

Munich is the agreed place of fulfilment and court of jurisdiction.

Special agreements

Additional terms of deployment A

1. We would like to draw our customers' attention to the fact that the liability amounts set out in Section 7 of our General Terms of Business apply only for such claims as are supposedly attributable to the gross negligence of the company management or senior staff. As a rule, no insurance coverage exists for the items to be guarded simply because security service staff is deployed.
2. The customer is advised to take out insurance for the items to be guarded.
3. In the case of special security contracts, the customer is expected to ensure that particularly valuable items are not left open or unprotected in the area to be guarded, even if they are insured and security service staff is deployed; please take the necessary precautions. As far as exhibition stands are concerned, it is advisable to take the necessary steps to protect all goods and exhibits as far as possible – e.g. covering items, fixing them in place or fastening them together provides enhanced security. Under no circumstances should cash be left on the exhibition stand or in the area to be guarded, while any lockable rooms, cupboards, display cabinets and the like should be kept locked.
4. Any complaints or claims relating to our services should be reported to the relevant supervisor or manager without delay. Reports received too late or after the contract has been terminated can generally be neither accepted nor processed!

Additional terms of deployment B

1. Our staff is deployed mainly for just occasional, short periods in any given location and, as a result, is unable to familiarise itself to any extent with the specifics of the on-site facilities concerned. We would therefore ask all organizers to provide the security officer deployed by us with any instructions required. In the event that several security officers are deployed, we appoint a supervisor who is your contact for any instructions required.
2. In your capacity as customer or organizer, your right to give instructions is accepted unquestioningly by the staff we deploy to the extent that the instructions concerned remain within normal, reasonable bounds. Needless to say, you bear full responsibility for the instructions you give. We would however advise you, particularly in critical situations, to ensure your instructions are only passed on via the manager/supervisor in charge of the security service ordered.
3. Our employees are instructed by us to do all they can to support you with ensuring compliance with the regulations laid down by the police, the local administration department, the police fire service, the youth welfare office and other relevant authorities.
Our aim is to keep our team as well informed as possible concerning regulatory compliance etc. and we are confident, in so doing, that many problems potentially impacting on the events can be avoided. Nevertheless, we must point out that neither our company nor our staff can be held responsible by the authorities for regulatory compliance. This is strictly a matter for the organizer, customer, etc.

Additional terms of deployment C

1. When placing the order, the customer decides on the number of security service staff required and, as such, is responsible for deployment planning. Any problems in terms of the provision of service arising from insufficient numbers of security service staff are therefore not the responsibility of the security service company.

The customer is solely responsible for compliance with and fulfilment of all conditions and regulations relevant to the venue of the given event.

In your capacity as customer, your right to give instructions is accepted unquestioningly by the staff we deploy to the extent that the instructions concerned remain within normal, reasonable bounds. Needless to say, you bear full responsibility for the instructions you give. We would however advise you, particularly in critical situations, to ensure your instructions are only passed on via the manager/supervisor in charge of the security service ordered and that these instructions are coordinated with him as required.

Event

Event date

Contact and invoicing:

One of the accredited contractors of Messe München GmbH listed below

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

Please pass on our order to the official forwarding agent of Messe München GmbH designated below:

Schenker Deutschland AG
Messegelände, Tor 21 | 81829 München | Germany
Tel. +49 89 949-24300 | Fax +49 89 949-24339
www.dbschenker.com/de | fairs.muenchen@dbschenker.com

Kühne + Nagel (AG & Co.) KG
Messegelände, Tor 21 | 81829 München | Germany
Tel. +49 89 949-24400 | Fax +49 89 949-24409
www.kuehne-nagel.com | exposervice.muenchen@kuehne-nagel.com

We require the following lifting gear as marked for loading/unloading or installing/dismantling our exhibits and exhibition objects:

		Max. unit weight	Date of use	Starting time of use	Duration of use
Fork lift truck	Lifting capacity t				
Mobile crane	Lifting capacity t				
Others					

The official forwarding agents have the sole right of forwarding freight on the exhibition site. This applies in particular to the use of fork lift trucks and mobile cranes. We are aware that we must expect considerable delay and higher costs for stand construction/dismantling if application for delivery/collection is submitted late.

Storage of goods/products

	Collection date	Time	Number of packages/m ³
Empties storage (see explanations on page 2)			
Full load storage (see explanations on page 2)			

An extract from the list of charges raised by forwarding agents can be found on page 2.

I am an entrepreneur as defined by the UStG (Law on value-added tax) – see VAT no. in address field.

I am not an entrepreneur as defined by the UStG.

Any contract agreed is concluded directly between the exhibitor and the official forwarding agent of Messe München GmbH designated above. We are familiar with the conditions of Messe München GmbH's accredited forwarding agents set out on page 2.

Invoice address if deviating from that above

Ordering party (if deviating from the exhibitor) Street / P.O. Box

Postcode / Town / Country

Place / date

Company stamp and legally binding signature of exhibitor

■ Conditions of Messe München GmbH's accredited forwarding agents

a) The German General Conditions for Forwarders (ADSp) (latest version) shall apply for all orders to the official exhibition forwarding agents. The forwarding rates for trade fairs and exhibitions are available from the official forwarding agents listed and will be sent on request. German law shall prevail. Place of jurisdiction shall be Munich.

When ordering cranes and fork lift trucks it must be noted that the exhibition forwarding agents only assume liability within the scope of the ADSp. Exhibitors are therefore strongly advised to take out transport and installation insurance.

The exhibitor shall have sole liability for all damage and consequential damage resulting from the incorrect specification of weights (individual weights).

b) After award of the order, the official forwarding agents can in urgent cases act according to their discretion, while safeguarding the interests of the exhibitor, if there is no representative of the exhibitor on the stand. This shall also apply in the case of use of the cranes and fork lift trucks. This unordered work must be paid for in exceptional cases according to the forwarding rates if the intervention was necessary in the interest of the goods.

c) The liability of the official exhibition forwarding agents shall end with the placing of the exhibition goods in the exhibitor's stand even if the exhibitor or his representative is not present. In the case of return transport this shall not commence until the goods are actually collected from the stand even if the shipping documents have been issued previously at the office of the official forwarding agent. Storage will be undertaken by the official forwarding agent only if specially ordered and against payment.

■ Extract

Extract from the official list of charges raised by forwarding agents applicable to the Messe München Exhibition Center		EUR
3.0 t fork-lift truck	per hour	105.00
5.0 t fork-lift truck	per hour	115.00
30 t mobile crane	per hour	180.00
40 t mobile crane	per hour	195.00
Empties storage	per package and m ³ or part thereof	44.50
Full load storage	per package and m ³ /100 kg or part thereof	62.00

(Subject to change)

Parts of half-hour periods of use will be rounded up to the full half hour and charged as such; travel time to and from the customer's site and set-up time for telescopic cranes count towards the duration of use and are charged as such. For equipment a minimum period of use of 1 hour will be charged; for empties a minimum of 2 m³, for full load storage a minimum of 2 m³ or 200 kg (1 m³ equals 100 kg).

■ Delivery of goods consignments

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

- Name of the event
- Hall (designation of hall: A, B or C and number of hall (1–6)) or in case of outdoor exhibition area (designation: F and block number (5–13))
- Stand number of your exhibition stand
- Name of exhibitor
- Messegelände /Willy-Brandt-Allee, 81829 München, Germany

Please note that Messe München GmbH staff will not accept receipt of goods consignments intended for exhibition stands/third parties. This may only occur via the exhibitor himself or staff authorized by the exhibitor for this purpose.

d) Forwarding agent invoices are payable without deduction and immediately within ten days of the invoicing date. Since the invoices are usually for cash expenses, this payment deadline must be observed without fail.

Our accredited forwarding agents are entitled to collect payment of expenses and charges during the trade fair, at least in the form of a down payment.

■ Explanations

1. Only packages that are actually empty can be designated and charged as **empties**. Packaging material must be made available on the stand, of suitable type for transport and if necessary bundled together. The price applies only for empties. No liability is accepted for full goods left with empties.
2. All empties/packaging must be marked with the address of the company, hall and stand number, otherwise correct return cannot be guaranteed.
3. The use of lifting vehicles and rental cranes is permitted only in connection with the official exhibition forwarding agents. In special cases, an additional agreement with the Technical Exhibition Services Division of Messe München GmbH is necessary.
4. **The information on page 1 of this form is absolutely essential for proper processing of your order. Please fill this in carefully.**
5. Separate order by fax is required if the above-mentioned lifting devices are to be used on several days.

■ Overtime surcharges for staff

Period	%
Monday to Friday from 17:00–20:00	25
Saturday till 20:00	25
Monday to Saturday from 20:00	50
Sunday till 20:00	50
Sunday from 20:00, public holidays all day	100

All prices plus forwarding insurance/hook load insurance and statutory VAT.

The full list of charges raised for the Messe München Exhibition Center are available from our service partners via the contact data stated overleaf.

■ The accredited Messe München GmbH forwarding agents offer you the following consignment services:

- Acceptance of receipt and storage of goods consignments until such time as the staff setting up the stand arrive
- Delivery service to the stand
- Storage of empty packaging and delivery of same for stand dismantling purposes
- Storage of goods at close of event until shipping date

Further information on the services provided by the forwarding agents approved by Messe München GmbH are detailed on page 1 of this service form.

We advise our exhibitors not to deposit goods consignments in the halls or outdoor exhibition area unsecured during the set-up/dismantling periods. Security staff can be ordered via order form 9.1 if required.

Event _____

Event date _____

Contact and invoicing:

One of the accredited contractors
of Messe München GmbH listed below

Exhibitor _____

Hall / Stand no. _____

Outdoor exhibition area / Block _____

VAT no. _____

Contact _____

Street / P.O. Box _____

E-mail _____

Country / Town / Postcode _____

Tel. with area code and ext. _____

Fax with area code and ext. _____

We herewith appoint the accredited Messe München contractor indicated below and would ask the order to be forwarded accordingly:



Material lift

Gardemann Arbeitsbühnen GmbH
Stahlgruberring 21 | 81829 München | Germany
Tel. +49 2802 9490 | Fax +49 2802 949349
Mobile +49 175 5801329
info@gardemann.de | www.gardemann.de

Roggermaier Arbeitsbühnen
Benzstraße 10 | 85551 Kirchheim | Germany
Tel. +49 89 905006-0 | Fax +49 89 905006-55
Messe-Hotline +49 89 905006-25
vertrieb@roggermaier.de | www.roggermaier.de
*Rental price/EUR per day of consecutive rental period, plus VAT

We hereby order the following working platform(s):



Personnel lift



Scissor-type platform



Articulated boomlift



Boomlift

Type/Working height	1-2 days*	from 3 days*	Set-up date/time		Dismantling date/time	
			Units	from	til	Units
Material lift up to 6.00 m	110.00	71.00				
Material lift up to 7.50 m	129.00	81.00				
Personnel lift up to 9.40 m	148.00	114.00				
Personnel lift up to 11.00 m	182.00	125.00				
Personnel lift up to 13.50 m	205.00	144.00				
Scissor-type platform up to 8.00 m	164.00	124.00				
Scissor-type platform up to 10.00 m	195.00	156.00				
Scissor-type platform up to 12.00 m	241.00	182.00				
Articulated boomlift up to 14 m	310.00	227.00				
Articulated boomlift up to 16 m	415.00	306.00				
Boomlift up to 16 m	415.00	306.00				
Boomlift up to 20 m	446.00	330.00				
Boomlift up to 22 m	466.00	348.00				
Boomlift up to 25 m	539.00	410.00				

If you require a working platform at short notice (delivery within four hours after receipt of the order), a transport surcharge of EUR 83.00 for every working platform delivered will be made. For the short-notice cancellation of equipment upon delivery, a charge of EUR 48.00 will be raised per item of equipment. Other types of equipment, special equipment, short deployments, etc. are available upon request.

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

The contracting company is authorized to collect payment at the stand. Please note that payment can be made on site in cash, EC or by credit card upon delivery of the equipment. Alternatively, advance payment by bank transfer is possible; we do, however, require a copy of the bank transfer order.

Please note that only the working platforms/lifts offered by Messe München GmbH may be used at the exhibition center.

Invoice recipient (if different from exhibitor) _____

Tel. no. of contact for inquiries during set-up/dismantling on site _____

Place / date _____

Company stamp and legally binding signature of exhibitor _____

Event

Event date

Contact and invoicing:

Neumann & Müller GmbH & Co. KG
Wettersteinstraße 1 | 82024 München | Germany
Tel. +49 89 500361510 | Fax +49 89 500361599
Messe.Muenchen@NeumannMueller.com | www.NeumannMueller.com
Service office at the fair: Atrium, in front of Hall B1

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

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

LCD Displays

also suitable for logo and still image presentations

Quantity	Item no.	Description	1 day	3 days	4 days	5 days	6 days
	01	27"/68 cm, LCD display, 16:9, full HD 1,920 x 1,080	<input type="checkbox"/> 135.00	<input type="checkbox"/> 185.00	<input type="checkbox"/> 190.00	<input type="checkbox"/> 195.00	<input type="checkbox"/> 205.00
	02	32"/82 cm, LCD display, 16:9, full HD 1,920 x 1,080	<input type="checkbox"/> 215.00	<input type="checkbox"/> 265.00	<input type="checkbox"/> 280.00	<input type="checkbox"/> 290.00	<input type="checkbox"/> 295.00
	03	40"/102 cm, LCD display, 16:9, full HD 1,920 x 1,080	<input type="checkbox"/> 230.00	<input type="checkbox"/> 310.00	<input type="checkbox"/> 330.00	<input type="checkbox"/> 345.00	<input type="checkbox"/> 360.00
	04	46"/117 cm, LCD display, 16:9, full HD 1,920 x 1,080	<input type="checkbox"/> 290.00	<input type="checkbox"/> 380.00	<input type="checkbox"/> 430.00	<input type="checkbox"/> 460.00	<input type="checkbox"/> 475.00
	05	55"/139 cm, LCD display, 16:9, full HD 1,920 x 1,080	<input type="checkbox"/> 345.00	<input type="checkbox"/> 470.00	<input type="checkbox"/> 510.00	<input type="checkbox"/> 540.00	<input type="checkbox"/> 570.00
	06	60"/152 cm, LCD display, 16:9, full HD 1,920 x 1,080	<input type="checkbox"/> 425.00	<input type="checkbox"/> 600.00	<input type="checkbox"/> 650.00	<input type="checkbox"/> 680.00	<input type="checkbox"/> 710.00
	07	70"/178 cm, LCD display, 16:9, full HD 1,920 x 1,080	<input type="checkbox"/> 545.00	<input type="checkbox"/> 700.00	<input type="checkbox"/> 750.00	<input type="checkbox"/> 780.00	<input type="checkbox"/> 810.00
	08	75"/190 cm, LCD display, 16:9, full HD 1,920 x 1,080	<input type="checkbox"/> 600.00	<input type="checkbox"/> 770.00	<input type="checkbox"/> 825.00	<input type="checkbox"/> 870.00	<input type="checkbox"/> 905.00
	09	80"/203 cm, LCD display, 16:9, full HD 1,920 x 1,080	<input type="checkbox"/> 800.00	<input type="checkbox"/> 900.00	<input type="checkbox"/> 1,145.00	<input type="checkbox"/> 1,280.00	<input type="checkbox"/> 1,390.00
	10	90"/228 cm, LCD display, 16:9, full HD 1,920 x 1,080	<input type="checkbox"/> 1,600.00	<input type="checkbox"/> 2,385.00	<input type="checkbox"/> 2,620.00	<input type="checkbox"/> 2,855.00	<input type="checkbox"/> 2,995.00
	11	95"/241 cm, LCD display, 16:9, full HD 1,920 x 1,080	<input type="checkbox"/> 2,095.00	<input type="checkbox"/> 3,185.00	<input type="checkbox"/> 3,515.00	<input type="checkbox"/> 3,845.00	<input type="checkbox"/> 4,090.00

Screens in sizes 32", 40", 46", 55" and 65" also available as touch displays.

Accessories & Players

Quantity	Item no.	Description	1 day	3 days	4 days	5 days	6 days
	12	Floor stand, height-adjustable for 40"-60" displays	<input type="checkbox"/> 55.00	<input type="checkbox"/> 110.00	<input type="checkbox"/> 140.00	<input type="checkbox"/> 170.00	<input type="checkbox"/> 190.00
	13	Floor stand for displays up to 90"	<input type="checkbox"/> 85.00	<input type="checkbox"/> 140.00	<input type="checkbox"/> 165.00	<input type="checkbox"/> 185.00	<input type="checkbox"/> 195.00
	14	DVD player	<input type="checkbox"/> 10.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 20.00	<input type="checkbox"/> 20.00
	15	SD card / USB player / BluRay player	<input type="checkbox"/> 35.00	<input type="checkbox"/> 45.00	<input type="checkbox"/> 45.00	<input type="checkbox"/> 50.00	<input type="checkbox"/> 50.00

16	Laptop 15"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		125.00	165.00	190.00	205.00	215.00
17	Mac Mini, e.g. dual core i5 2.5 GHz / 4 GB graphics / 500 GB HD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		125.00	185.00	225.00	250.00	265.00

Please note: items 12–17 only available in conjunction with items 1–11

■ PC Systems

Quantity	Item no.	Description	1 day	3 days	4 days	5 days	6 days
	18	Laptop 15"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			165.00	225.00	255.00	275.00	295.00
	19	Laptop 17"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			175.00	240.00	280.00	300.00	320.00
	20	MacBook Pro 15"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			170.00	260.00	310.00	335.00	360.00
	21	Mac Mini, e.g. dual core i5 2.5 GHz / 4 GB graphics / 500 GB HD*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			165.00	225.00	255.00	285.00	315.00
	22	All-in-one PC, 21.5"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			150.00	220.00	275.00	295.00	315.00
	23	iMac 21.5"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			170.00	260.00	310.00	335.00	360.00
	24	iMac 27"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			195.00	295.00	350.00	380.00	395.00
	25	* Items 18–24 plus provision/installation of Windows and/or Office EUR 25.00 per processor					

Other PC systems and iPads available on request

■ Audio Guide / Interpreting Technology

Quantity	Item no.	Description	1 day	3 days	4 days	5 days	6 days
	26	Audio guide (person guide system) 1 x transmitter + 20 x receivers (incl. headphones)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			230.00	410.00	470.00	520.00	560.00

Further interpreting and conference systems available on request

■ Sound Systems

Quantity	Item no.	Description	1 day	3 days	4 days	5 days	6 days
	27	A compact system incl. 1 speaker/radio microphone/CD player, tripod	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			170.00	240.00	270.00	280.00	290.00
	28	B system, small, suitable for ca. 40 m ² , 2 speakers, incl. 1 radio mic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			310.00	410.00	475.00	520.00	570.00
	29	C system, medium-sized, suitable for ca. 60 m ² , 2–4 speakers, incl. 1 radio mic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			450.00	565.00	645.00	690.00	730.00
	30	Additional radio microphone, hand-held transmitter/headset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			50.00	90.00	115.00	140.00	160.00
	31	DJ set comprising 2 x CDJ or 2 x MKII, 1 x DJM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			160.00	300.00	390.00	420.00	450.00
		Individual configuration on request	on request				

■ Projectors

Quantity	Item no.	Description	1 day	3 days	4 days	5 days	6 days	
	32	LCD projector 4:3, 1,024 x 768, 2,500 ANSI lumens, < 2 kg	<input type="checkbox"/> 130.00	<input type="checkbox"/> 210.00	<input type="checkbox"/> 240.00	<input type="checkbox"/> 260.00	<input type="checkbox"/> 280.00	
	33	LCD projector 16:9, full HD 1,920 x 1,080, 4,000 ANSI lumens, 3.4 kg	<input type="checkbox"/> 310.00	<input type="checkbox"/> 500.00	<input type="checkbox"/> 620.00	<input type="checkbox"/> 700.00	<input type="checkbox"/> 750.00	
	34	Mobile screen, 16:9, 1.80 x 1.02 m, front projection	<input type="checkbox"/> 120.00	<input type="checkbox"/> 160.00	<input type="checkbox"/> 180.00	<input type="checkbox"/> 200.00	<input type="checkbox"/> 210.00	
	35	Screen, 16:9, 2.28 x 1.33 m, front/rear projection	<input type="checkbox"/> 185.00	<input type="checkbox"/> 265.00	<input type="checkbox"/> 315.00	<input type="checkbox"/> 350.00	<input type="checkbox"/> 380.00	
	36	Further projectors and screens	on request					

■ Seamless Displays (Sample configurations)

Quantity	Item no.	Description	3 days	4 days	5 days	
	37	Seamless LCD 46", 2 x 2 displays, 2.05 x 1.16 m	<input type="checkbox"/> 2,995.00	<input type="checkbox"/> 3,625.00	<input type="checkbox"/> 3,990.00	
	38	Seamless LCD 46", 3 x 3 displays, 3.08 x 1.74 m	<input type="checkbox"/> 6,190.00	<input type="checkbox"/> 7,390.00	<input type="checkbox"/> 8,120.00	

■ LED

Quantity	Item no.	Description
	39	We would be pleased to provide you a non-binding offer tailored to meet your specific needs.

■ Lighting & Truss Systems

Quantity	Item no.	Description
	40	We would be pleased to provide you a non-binding offer tailored to meet your specific needs.

You can contact us by telephone on **+49 89 500361510** or by e-mail at **Messe.Muenchen@NeumannMueller.com**.

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

Short-notice orders may incur additional transportation costs and a late order surcharge.

The General Terms and Conditions of Business of Neumann&Müller GmbH & Co. KG apply.

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

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

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

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

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

Place / date

Company stamp and legally binding signature of exhibitor

Event _____

Event date _____

Contact and invoicing:

Käfer Service GmbH – Messegastronomie
Am Messesee 4 | 81829 München | Deutschland
Tel. +49 89 949-24200 | Fax +49 89 949-24209
messe.catering@feinkost-kaefer.de | www.feinkost-kaefer.de

Exhibitor _____

Hall / Stand no. _____

Outdoor exhibition area / Block _____

VAT no. _____

Contact _____

Street / P.O. Box _____

E-mail _____

Country / Town / Postcode _____

Tel. with area code and ext. _____

Fax with area code and ext. _____

Mobile phone number during event _____

We herewith order on the rental terms quoted (kindly note that your signature is required on page 4):

The following order – in the name and for account of the above-mentioned exhibitor – becomes valid upon receipt of the confirmation of order issued by Käfer Service GmbH – Messegastronomie.

Please deliver on _____ at the earliest: _____ at the latest: _____
The beverages and equipment for your daily stand catering will be supplied to you on the last set-up day.

■ Hearty Snacks

Quantity	Description	Unit	EUR
	Tasty gourmet canapés with:*	each	3.30
	Prawns & cocktail sauce ^{A,D,E,G}		
	Smoked salmon with dill cream ^{5,C,D,G}		
	Parma ham with melon ^{5,6,D,G,H}		
	Dry-cured ham (Coppa) with olive cream cheese ^{5,6,D,G,H,J}		
	Antipasti with dried tomatoes ^{D,G,H,J}		
	French soft cheese with grapes ^{D,G}		
	Tomato & mozzarella cheese with pesto ^{D,G}		
	Beef pastrami with mango chutney ^{5,6,D,G,J}		
	Roast beef with remoulade sauce ^{A,D,G,J}		
	Herb & cream cheese spread with chives ^{D,G}		
	Obazda (traditional Bavarian cream cheese with paprika) ^{D,G}		
	Freshly baked party rolls:*	each	3.30
	Smoked salmon & horseradish ^{5,C,D,G}		
	Boiled ham (leg) with cucumber ^{5,D,G}		
	Smoked turkey breast ^{D,G}		
	French soft cheese ^{5,6,D,G}		
	Mini pretzel roll with Obazda ^{D,G}		
	Whole grain cheese-cruste hoagies with:*	each	3.50
	Tilsit cheese with cucumber & tomato ^{A,D,G}		
	Beef pastrami with roasted onion & gherkin ^{5,6,A,D,G}		
	Bavarian meatloaf & coleslaw ^{5,6,D,G}		

Quantity	Description	Unit	EUR
	Succulent potato bread sandwich with:*	each	3.50
	Italian ham & rocket lettuce ^{5,6,D,G,H}		
	Smoked turkey breast & coleslaw ^{5,6,D,G,J}		
	Salami & cream cheese ^{5,6,D,G}		
	Tomato & mozzarella cheese with pesto ^{D,G,H}		
	Käfer's wheatbread lolly filled with:*	each	2.10
	Chicken, curry & pineapple ^{A,B,D,G,H,J,K,L,M}		
	Hummus & falafel ^{D,F}		
	Cheese, vegetables & egg ^{A,D,G,H,J,K}		
	Smoked turkey breast, rosemary & apricot ^{5,6,A,D,G,H,J}		
	Smoked salmon & wasabi ^{5,A,C,D,G,J,K}		
	Beef, red curry & lemon grass ^{A,B,D,G,J,M}		
	Tuna & olive ^{A,C,D,G,J,K}		
	Tomatoes, mozzarella & pesto ^{D,G,H}		
	Hearty "pains carrés" with:*	each	2.40
	Smoked salmon, chives & horseradish ^{5,C,D,G}		
	Boiled ham & herb and cream cheese spread ^{5,6,D,G}		
	Turkey ham & guacamole ^{5,6,A,D,G}		
	Salami & olive cream cheese ^{5,6,D,G}		
	Pastrami & pepper sweet cream cheese spread ^{5,6,D,G}		
	Emmental cheese & chives ^{D,G}		
	Bavarian liver meatloaf with sweet mustard ^{5,6,D,G}		

*Minimum order: 10 per type & filling/topping
Subject to product changes

■ Hearty Snacks

Quantity	Description	EUR
International finger food*		
	Bacalao (dried cod) balls with a herb dip ^{A,C,G}	0.80
	Mini "croustades" with salmon tartar & dill ^{A,C,D}	3.20
	Tempura prawns with wasabi mayonnaise ^{A,B,E,G,L,M}	3.20
	Skewer with Bavarian cheese specialities and mixed grapes ^G	2.10
	Tomato-mozzarella skewer with basil ^{G,H}	3.20
	Tête de moine with fig mustard on pumpernickel rounds ^{D,G}	3.20
	Savoury marinated chicken & pepper skewer ^{5,A,D,G,H,M}	2.70
	Meatball with BBQ sauce ^{1,2,5,10,A,D,G}	2.70
	Mini schnitzel of corn spring chicken with a cocktail dip ^{A,D,G}	2.70
Savoury finger food from the bakery*		
	Puff pastry confectionery:	
	– with ham & cheese ^{1,4,5,6,11,A,D,G}	0.80
	– with mountain cheese ^{4,A,D,G}	0.80
	– with salmon ^{3,4,A,C,D,G}	0.80
	Mini quiche:	
	– "Lorraine" with bacon & onions ^{A,D,F,G,H,J}	2.80
	– with sun-ripened tomatoes & leek ^{A,D,F,G,H,J}	2.80
	– with spinach & feta ^{A,D,F,G,H,J}	2.80
	Profiteroles baked with French Emmental cheese ^{D,G}	0.70

■ Sweet Temptation from the Patisserie*

Quantity	Description	Unit	EUR
	French macaroons ^{3,A,D,G,H}	each	2.30
	Petit fours, mixed ^{3,A,D,G,H}	each	2.30
	Seasonal fruit fours, mixed	each	3.00
	Mini pastry ^{A,D,G,H}	each	1.70
	Mini muffins, mixed ^{A,B,D,G,H}	each	1.60
	Muffins, various types, mixed ^{A,B,D,G,H}	each	2.50
	Mini croissants with sweet filling ^{A,B,D,G,H}	each	1.50
	Freshly baked 'tray' cake, eachs approx. 6 x 6 cm ^{A,B,D,G,H}	each	2.00

■ Fresh & Fruity

Quantity	Description	Unit	EUR
	Decorative fruit basket with fresh seasonal fruits (approx. 3.5 kg)	each	32.00
	Fresh fruit salad* (180 ml)	each	3.60

■ From the Bakery & Patisserie*

Quantity	Description	Unit	EUR
	Crispy wheat roll ^D	each	0.70
	Pretzel ^D	each	0.90
	Buttered pretzel ^{D,G}	each	1.90
	Mini pretzel ^D	each	0.75
	Buttered mini pretzel ^{D,G}	each	1.65
	French butter croissants ^{A,D,G}	each	1.60

■ Snacks for in between

Quantity	Description	Unit	EUR
	Tea biscuits (packed) ^{2,3,A,D,G,H}	1.0 kg	17.00
	Peanuts, salted ^{B,H}	1.0 kg	16.00
	Salt sticks ^{D,L}	75 g	1.25
	Potato chips, paprika ^{3,D,G}	200 g	3.00
	Mini chocolate bars ^{2,A,B,D,G,H}	1.5 kg	25.00

■ Sausages

Quantity	Description	Unit	EUR
	Munich Weisswurst sausages (pack with 7 port.) ³	per pack	25.00
	Viennese sausages (pack with 10 portions) ^{5,6,J}	per pack	25.00

incl. sweet or medium-hot mustard

■ Soups

Quantity	Description	Unit	EUR
	Seasonal cream soup with butter croûtons (vegetarian) ^{D,G,J}	per l	15.00
	Munich potato soup with diced bacon & marjoram ^{D,G,J,5,6}	per l	15.00
	Spicy kettle goulash soup with finest beef ^{D,G,J,5,6}	per l	20.00

Minimum order per soup: 5 litres

To ensure top quality, the sausages and soups are delivered cold in disposable containers, to be warmed up on the stand. If you do not have the appropriate equipment, we would be pleased to provide you with it. Kindly ask for our quote.

*Minimum order: 10 per type & filling / topping
Subject to product changes.

Coffee & Co

Quantity	Description	Unit	EUR
	Fully automated coffee machine	price upon request	
	Coffee beans	1 kg	35.00
	Espresso beans	1 kg	35.00
	Coffee machine for filter coffee**	each	69.00
	Coffee powder (Burkhof)	10 x 70 g	19.00
	Lavazza matinée** (for coffee & espresso only, tab system)	each	75.00
	Lavazza coffee tabs	100 tabs	98.00
	Lavazza espresso tabs	100 tabs	98.00
	Water boiler**	each	30.00
	Ronnefeldt Teavelope, Earl Grey	25 bags	9.50
	Ronnefeldt Teavelope, Camomile	25 bags	9.50
	Ronnefeldt Teavelope, Classic Green	25 bags	9.50
	Ronnefeldt Teavelope, Red Berries	25 bags	9.50
	Ronnefeldt Teavelope, Mountain Herbs	25 bags	9.50
	Portions of coffee cream	240 port.	12.50
	UHT milk 1.5 % fat content	1.0 l	2.00
	Sugar packs	1000 packs	25.00

**Rental charge per trade fair

Beverages

Quantity	Description	Unit	EUR
	Freshly squeezed juices & more (stays fresh for 2 days if stored at 6 °C) Minimum order 6 l per kind per day. We kindly request advance order for the full show duration.		
	Orange juice	1.0 l	12.00
	Kiwirun (kiwi, apple)	1.0 l	12.00
	Orient Express (blackberry, raspberry, orange)	1.0 l	12.00

	Soft drinks	1 crate	
	Gerolsteiner Gourmet mineral water, medium	24 x 0.25 l	23.00
	Gerolsteiner Gourmet mineral water, medium	12 x 0.75 l	23.00
	Gerolsteiner Gourmet mineral water, still	24 x 0.25 l	23.00
	Gerolsteiner Gourmet mineral water, still	12 x 0.75 l	23.00
	Coca Cola	24 x 0.20 l	24.00
	Coca Cola	12 x 1.00 l	29.00
	Coca Cola light	24 x 0.20 l	24.00
	Coca Cola light	12 x 1.00 l	29.00
	Rauch apple juice	24 x 0.20 l	27.00
	Rauch apple juice	12 x 1.00 l	38.00
	Rauch orange juice	24 x 0.20 l	27.00
	Rauch orange juice	12 x 1,00 l	38.00

Other Coca Cola products or juices upon request.

Quantity	Description	Unit	EUR
	Red Bull – Energy Drink		
	Red Bull, can	24 x 0.25 l	42.00
	Wine		
	Käfer's house wine – white	0.75 l	13.00
	Käfer's house wine – red	0.75 l	14.00
	Prosecco		
	Käfer Prosecco di Conegliano Vino Spumante Extra Dry	0.75 l	15.00
	Champagne		
	Laurent-Perrier Brut	0.75 l	56.00
	Laurent-Perrier Brut	0.20 l	19.50
	Munich beer	1 crate	
	Lager (Export)	20 x 0.50 l	32.00
	Wheat beer, pale	20 x 0.50 l	34.00
	Pils	24 x 0.33 l	32.00
	Pale ale (lager), non-alcoholic	20 x 0,50 l	32.00
	Munich draught beer	1 barrel	
	Lager (Export)	30 l	98.00
	Wheat beer, pale	30 l	105.00
	Pils	30 l	105.00

Equipment for Draught Beer

Quantity	Description	Unit	EUR
	Countertop installation one tap	each	190.00
	Countertop installation two taps	each	250.00
	Carbonation	6 kg	31.00

By availability,
Rental charge per fair incl. assembly and installation

Other

Quantity	Description	Unit	EUR
	Käfer paper paper napkins, beige (24 x 24 cm)	pack of 100	7.50
	Tableware, glasses and cutlery		price upon request
	Service staff		price upon request

■ Allergens & Additives

Kindly note the allergens & additives in our products listed below:

Substances subject to mandatory declaration

Additives

1 Antioxidants	2 Emulsifiers	3 Colorings	4 Flavor enhancers	5 Preserving agents	6 Nitrite curing salt
7 Stabilizers	8 Acidifiers	9 Sweeteners	10 Thickeners	11 Sulfured	

Ingredients capable of triggering allergies and intolerances

A Eggs / Egg products	B Peanuts / Peanut products	C Fish / Fish products	D Cereals containing gluten
E Crustaceans / Crustacean products	F Lupins / Lupin products	G Milk / Milk products	H Nuts
I Sulfur dioxide / Sulfite	J Celery / Celery products	K Mustard / Mustard products	L Sesame / Sesame products
M Soya / Soya products	N Mollusks / Mollusk products		

We would like to point out that despite the greatest possible care being taken, our food may contain minor traces of allergens other than those declared due to the manual production of the food.

■ Important notes

Ordering procedure, follow-on orders

You are kindly asked to send this order form back to us **no later than 7 working days prior** to the start of the trade fair. Please note the minimum order quantities for food. During the fair, follow-on orders can be placed for the following day by 14.00 hrs at **telephone no. +49 89 949-24203**.

Returns

On the last day of the trade fair, empties and unused goods are collected. Please note that only goods in their original packaging are refunded. Equipment still on your stand will be collected after the trade fair is over. You are obliged to keep equipment supplied to you in a safe place and have it returned to our logistical staff by an authorized person.

Scope of supply

The scope of supply includes delivery to the exhibition stand. A one-off transport charge of EUR 23.00 is raised per day of delivery and includes no further personnel services. The latter can be ordered separately. Deliveries to conference rooms or restaurants at the trade fair center are only possible in connection with an order for staff support. We would be pleased to give you an individual quote for this. All prices are in EUR and are subject to statutory value-added tax valid at the time of invoicing.

■ Method of payment

For orders with billing address within Germany and an estimated net order value exceeding EUR 3,000.00 advance payment amounting to 75 % of the total cost is due. For orders with billing address outside Germany, advance payment amounting to 100 % of the total order is due.

We would like to point out that the re-issuing of an invoice to a corrected billing address is subject to a handling fee of EUR 25.00.

Please note section 5 "Payment" set out in our General Terms and Conditions of Business on page 5.

Quick & easy

We will charge the invoiced amount to your credit card and send the invoice to you by mail.

We accept AMERICAN EXPRESS, MASTERCARD and VISA.

Please fill in your credit card details below:

AMEX Card MasterCard Visa Card

Name of holder

Card number

Card Validation Code (3- or 4-digit code on reverse side)

Valid until

By invoice

The invoice will be sent to you by mail. The full amount is due for payment immediately.

Billing address

The contract shall exist directly between the exhibitor and the contracting company Messe München GmbH.

We would be pleased to provide you a detailed quote for your stand catering, stand party or conference catering upon request.

Please contact us by phone at +49 89 949-24200 or via e-mail to messe.catering@feinkost-kaefer.de.

We have taken note of and accept the General Terms and Conditions of Business stipulated below as a constituent part of this contract.

Place / date

Company stamp and legally binding signature of exhibitor

■ General Terms and Conditions of Business for catering at exhibitions

1. Prices

All prices are quoted in euros and are subject to statutory value-added tax. Should the period between the conclusion of contract and the commencement of the given event exceed 4 months, Käfer Service GmbH reserves the right to change its prices insofar as the other contracting party can be reasonably expected to accept this. Any price adjustment of this kind can only be based on such circumstances as would lead to a reduction in profit for Käfer Service GmbH/Messegastonomie were the prices not to be adjusted (with particular regard to an increase in the consumer price index, in production and labor costs, in purchase prices, etc.).

2. Acceptance of order

All offers are subject to change until such time as the order has been accepted.

3. Number of participants

The customer undertakes to provide Käfer Service GmbH/Messegastonomie with binding written notification of the precise number of participants and the final choice of food and beverages **no later than 7 working days prior to the event**. These details apply as a guaranteed content of contract and will be given due consideration when the final invoice is issued. Any orders for food, beverages, additional materials, personnel, etc. above and beyond that mentioned above will be charged separately at Käfer Service GmbH's list prices.

4. Complaints

Upon receipt or collection of the goods provided, the customer is to examine them for any obvious and recognizable defects in respect of their due nature and is to report any defects without delay. The customer's warranty entitlements remain unaffected by this.

Any food and beverages ordered incorrectly by the customer cannot be exchanged. Any concealed defects in respect of the goods provided (perishable foodstuffs) must likewise be reported without delay. Käfer Service GmbH assumes no liability whatsoever for incorrect storage on the part of the customer.

5. Payment

5.1 For orders with a billing address within Germany and an estimated net order value in excess of EUR 3,000, advance payment amounting to 75 % of the total cost is due. The residual amount is due with immediate effect upon receipt of the invoice issued at the end of the event. Payment by way of direct debit from a credit card is also possible.

5.2 For orders with a billing address outside Germany, advance payment amounting to 100 % of the total order value is due. The invoice is sent to the customer 4 weeks prior to the start of the event. Payment is to be made by credit card or bank transfer.

– Subsequent billings at the end of the event are due with immediate effect upon receipt of invoice.

– Should the advance payment exceed the amount set out in the final invoice issued at the end of the event, a refund will be paid to an account to be stated by the customer.

5.3 We require the customer's credit card details as a guarantee of order. Only in cases where payment is not made within a period of 14 days of receipt of invoice will the amount due be charged to the customer's credit card.

5.4 The customer is to provide us with the **correct billing address when ordering**. A handling fee of EUR 25 plus VAT will be charged for the re-issuing of an invoice to a corrected billing address (name, order number and/or address).

5.5 Default interest and reminder fees may be charged in cases of default of payment.

6. Loss of or damage to rental items

Any items rented are the responsibility of the customer and subject to his due diligence from the time the items are handed over to the time of their return. In the case of any damage or loss for which the customer, the customer's employees or the customer's guests are responsible, the cost of replacement or repair will be charged to the customer.

The customer has the option of providing evidence to the effect that no damage has been incurred at all or that the cost of damage is less than the above amounts. In such cases, the customer's reimbursement obligation is limited to the amount proven by him.

7. Retention of title

In the case of all orders placed, Käfer Service GmbH reserves its right of ownership to the goods supplied until such time as the purchase price is paid in full.

8. Cancellation

The contract may only be cancelled for good cause. **A reduction of goods already ordered is not possible.**

9. Written form

Any agreements contrary or in addition to those set out here must be agreed in writing to become effective. No verbal agreements have been made. The written form requirement does not apply to additional orders placed verbally during the event.

10. Publication rights

The customer herewith agrees explicitly vis-à-vis Käfer Service GmbH that the latter may use the event concerned for advertising purposes and notably may use it at no cost and without restriction as a reference event in all relevant media (e.g. press, Internet, Käfer newsletter) including the publication of photos, whereby Käfer Service GmbH is to give due consideration to privacy and third party rights in respect of the photo concerned.

11. Court of jurisdiction and place of fulfilment

The contractual relationship between the parties is subject to German law. If the customer is registered as a commercial trader, Munich is deemed to be the court of jurisdiction and place of fulfilment for both contracting parties.

12. Severability clause

Should a provision set out in this contract be or become invalid or unenforceable, the validity of the other contractual provisions remains unaffected. The contracting parties undertake without delay to agree on a provision that comes as close as possible to the economically intended purpose of the invalid and/or unenforceable provision. The same applies to any gap or omission that may be identified in this contract.

By way of the above signature, our General Terms and Conditions of Business are deemed to have been accepted as a constituent part of the contract.

Event

Event date

■ Alarming of fire brigade and fire-extinguishing facilities

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

In the event of fire or smoke being detected, alarm the fire brigade **in all cases** by pressing one of the push-button fire alarms.

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

■ Areas designated for use by fire brigade

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

■ Emergency exits, hall aisles

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

■ Stand design

The following minimum requirements apply: Stands with a floor area of up to 100 m² require one exit with a clearance width of at least 0.90 m. Stands with a floor area of more than 100 m² require two exits, each with a clearance width of at least 0.90 m. Stands with a floor area of more than 200 m² require two exits, each with a clearance width of at least 1.20 m.

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

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

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

■ Decorations

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

■ Cut trees and plants

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

■ Electrical installation and electrical appliances

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

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

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

■ Fire extinguishers

Fire extinguishers which are kept on the exhibition stand, should, on principle, be water extinguishers as per EN 3 or DIN 14406. (In kitchen and technical areas, carbon-dioxide extinguishers (capacity min. 5 kg) and one fat fire extinguisher (content min. 6 l) in areas where deep-fat fryers are operated as per EN 3 or DIN 14406 should be provided).

■ 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.

■ Packing material

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

■ Ashtrays

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

■ Internal combustion engines

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

The contents of vehicle tanks must be reduced to the volume necessary for entering and leaving the grounds.

The fuel tank is to be locked and, at Messe München GmbH's request, the battery disconnected.

■ Ceilings and canopies

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

They must be at least flame-retardant (in accordance with DIN 4102 or DIN EN 13501-1) – certification must be provided – and must be fitted with a sprinkler system when constituting a single covered surface of more than 30 m². In this case, one sprinkler unit must be installed for every 12 m² of covered space or part thereof; all rooms or booths contained within this area must be incorporated within scope of the sprinkler system. In this context, please note the information shown on the "Notice for Installation of Sprinkler-compatible Materials".

Other regulations apply to **Hall B0** and the entrance areas.

For additional information on "Notice-Installation-of-Sprinkler-compatible-Materials-and-Fabrics".

■ Please note

The Technical Guidelines of Messe München GmbH apply in addition.

Please also observe the provisions stated in form 1.2 of the Order Forms for Exhibitor Services.

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

Event

Event date

■ Stand ceilings and canopies – general information

Stand ceilings and canopies in Halls A1–6, B1–6, C1–4 must generally be fire-proofed (to DIN 4102 or DIN EN 13501-1) and, if constituting a single covered area of 30 m² or more, equipped with a sprinkler system.

Sprinkler systems can only be dispensed with

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

Important:

Irrespective of their size and design, stand ceilings and canopies **must always** be registered via Form 1.2 of the Order Forms for Exhibitor Services **and** always require the written approval of Messe München GmbH coordinated with Munich Municipal Fire Department.

Other regulations apply to **Hall B0, within the ICM Foyer and the entrance buildings.**

- The 30 m² ruling does not apply.
- Hall B0: ceilings/canopies > 1 m in width must be equipped with a sprinkler system.
- In the entrance buildings there is absolutely no possibility of installing a sprinkler system.

Please contact the Messe München GmbH for further information.

■ Basic requirements for mesh fabrics

The aforementioned materials can be used to cover areas in excess of 30 m² on **single-storey** stand structures to the extent that they are fireproofed and certified to DIN 4102 or EN 13501-1 and, **at the same time**, approved by VdS Schadenverhütung GmbH in Cologne for usage in conjunction with sprinkler-protected risks.

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

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

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

- the maximum permissible **continuous** covered area (i.e. without any strut support) is 30 m²
- the maximum permissible size of a **continuous** covered area in the exhibition halls is variable depending on the installation height and lies between 100 m² (h = 7.5 m) and 400 m² (h = 3.0 m)
- The minimum vertical clearance between sprinkler and fabric covering at any point is 0.5 m.

■ Smoke-out fabrics with fusible lines

Fabrics with smoke-out protection are no longer recognized by VdS and may therefore not be used.

■ Supply sources for sprinkler-compatible materials and fabrics

Dieter Cronenberg GmbH & Co. KG

Worringer Str. 17
40211 Düsseldorf
Germany
Tel. +49 211 1775012
Fax +49 211 1775050
a.cronenberg@cronenberg-buehnenbedarf.de
www.cronenberg-buehnenbedarf.de

Rudolf Stamm GmbH

Sigmund-Riefler-Bogen 16
81829 München
Germany
Tel. +49 89 945483-3
Fax +49 89 945483-0
info@rs-stamm.de
www.rs-stamm.de

Event _____

Event date _____

■ General information for hall B0 and the foyer

Exhibition hall B0 and the foyer at the ICM may not generally be accessed by motor vehicles.

The use of fork-lift trucks in the ground floor foyer is only possible to a limited extent and is reserved for the accredited fair forwarding agents (total permissible weight of fork-lift truck max. 2.5 t, rated carrying capacity 0.6 t). The use of fork-lift trucks in hall B0 is reserved exclusively for the accredited fair forwarding agent Schenker (total permissible weight of fork-lift truck max. 3.7 t, rated carrying capacity 1.71 t).

Within the premises, only trolleys/crabs and hand carts with abrasion-proof rubber wheel tread may be used (max. load 250 kg). No excessively heavy loads may be rolled over the aluminum foot mats in the entrance areas and the lids of the recessed floor outlets.

Escape, rescue and general traffic routes are to be kept clear at all times including stand set-up and dismantling periods.

Any instructions issued by ICM personnel are to be followed.

Please note:

Floors, walls, ceilings and furnishings may not be painted nor may items be pasted, glued or stuck on them.

Only **ICM adhesive tape** may be used for laying carpets. This can be obtained at no cost from the hall inspectorate (Tel. +49 89 949-23320).

It is prohibited to

- use screws or nails of any kind to fix items to floors, wall paneling or furnishings
- relocate catering, reception and cloakroom fixtures and fittings
- drag objects across the floors
- operate equipment producing exhaust without any extraction facility

Exhibition paths/hall aisles and delivery zones must be kept clear of metal parts (e.g. screws), stones, etc. to prevent parquet and natural stone floors from being damaged.

The cost of restoring soiled and/or damaged floors, ceilings, walls and furnishings to their original state is payable by the exhibitor – any expense incurred by Messe München GmbH must be reimbursed.

■ Description of halls and foyer

Description of halls and foyer	B 0	Foyer (ground floor and 1st floor)
Length	56	
Width	54 m	
Gross area	Approx. 3,500 m ²	Approx. 7,700 m ²
Headroom	Central area: 4.5 m Peripheral area: 4.2 m	max. 12 m, min. 2.15 m
Flooring	Oak parquet	Ground floor: natural stone; 1st floor: parquet
Walls	Wood paneling	Lustro stucco
Max. permissible load-bearing capacity of floors	2.0 t/m ² (20 kN/m ²)	Ground floor: 1.0 t/m ² (10 kN/m ²) 1st floor: 0.5 t/m ² (5 kN/m ²)
Point load 30 x 30 cm	6 t (60 kN)	2.1 t (21 kN)
Suspension points in the hall	100 kg (1 kN) perpendicular	None
Entrance gate size (w x h)	12.50 m x 4.50 m	Max. 3.00 m x 4.00 m
Entrance gate access	Via B0–B1 loading yard	Via north foyer
Access to trade fair center grounds	Via gate 21	Via gate 21
Lighting	Max. 400 Lux/m ²	Daylight, max. 400 Lux/m ²
Air-conditioning	Partially air-conditioned	Partially air-conditioned
Utility ducts	Lateral to lengthwise axis of hall Spacing 5 m, cross-section 0.35 x 0.38 m	Recessed floor outlets Grid spacing 9 x 6 m bzw. 12 x 8 m
Water connection	DN 25/3.5 bar	Not possible
Waste water connection	DN 100	Not possible
Compressed air connection	DN 40, pressure supplied approx. 10 bar	Not possible
Electricity supply	200 W/m ²	50 W/m ²
Communication connection (hard-wired)	ca. 360	ca. 360
Optical fiber connection	ca. 176	ca. 60
Broadband connections	56	138

■ Exhibition hall B0 at the ICM

Exhibition hall B0 is an integral part of the International Congress Center (ICM) at the Munich Trade Fair Center.

Floors and walls

The hall has oak parquet flooring and maple wall paneling. The max. permissible load-bearing capacity in all areas is 20 kN/m² – in utility duct locations, only if the lids are undamaged.

Picture moldings

Recessed picture moldings are located around the hall walls at a height of 2.30 m.

Height and nature of ceiling

The hall has 10 supports with an external diameter of 1 m/1.20 m and is equipped with a sprinkler system. The hall ceiling is of a suspended grid type with integrated lighting. The clearance height of the boundary area is 4.2 m, else 4.5 m.

Important to note: No suspension units may be attached to the grid ceiling; only single-storey stands may be built.

Suspension points/Sprinkler system

Suspension points are available with a grid spacing of approx. 2.40 m x 5.60 m and can be ordered via form 4.1.

The hall is equipped with a sprinkler system.

Important to note: Stand structures may not be covered for fire safety reasons.

Hall gate dimensions and access

The hall is accessible via a sliding gate on the east side. Access is via a loading yard also used for hall B1 (loading yard B0–B1). The headroom available via the loading yard gates is 5 m. The west connection tunnel offers headroom of 4.50 m. The surface of the vehicle access routes is bituminous.

General lighting

Natural daylight is not available. The light strips can be switchable in 4 groups, are dimmable and offer an indirect lighting option.

Luminous color: 840, neutral white.

Power types, voltage, network

The following power types and voltages are available at the trade fair center:

- Alternating current 230 V/50 Hz
- Three-phase current 3 x 400 V/50 Hz
- Network configuration TN-S in compliance with VDE 0100

Voltage fluctuations are within the scope of the standards prescribed.

Important to note: Main electrical connections over 20 kW, if required, have to be agreed upon with the ICM.

Supply of compressed air, electricity, gas & water, communication facilities

Compressed air, electricity and water are supplied to the stands in the halls via utility ducts in the hall floors located laterally to the lengthwise axis of the halls at intervals of 5 m (dimensions approx. 0.35 x 0.38 m).

Water connection points (approx. 180 points available) every 3 m – connection for exhibitors with ½" (DN 15) supply and DN 50 drainage connections. Water pressure of 3.5 bar is generally available.

Important to note: Unintentional leakage or discharge of water must be notified immediately to ICM personnel!

Connections for sprinklers: 50 DN, connections available in every 2nd duct.

Compressed air connections available in every 2nd duct, pressure supplied approx. 10 bar.

No gas connection possible.

Telephone, fax, data and antenna connections are provided via multifunctional cables from the floor connection points.

Heating, ventilation

The hall is partially air-conditioned.

■ The ICM foyer

The foyer serves primarily the needs of visitors to the International Congress Center (ICM). Exhibition areas have to be tailored to suit the event-related activities in the congress halls and are therefore in size terms dependent on visitor numbers.

Walls and floors

Wall cladding in the foyer: Lustrato stucco, light grey. The flooring on the ground floor of the foyer is made of grey granite. The max. permissible load-bearing capacity of the floor is 10 kN/m² – apart from areas where recessed floor outlets are located (= 2.5 kN/m²).

Important to note: The ground floor of the foyer can be divided into two via a partition wall system measuring 4.30 m in height. Partition wall systems may only be installed by ICM personnel or by subcontractors appointed by them.

The upper floor of the foyer has maple parquet flooring. The max. permissible load-bearing capacity of the floor is 5 kN/m² – apart from areas where recessed floor outlets are located. Here the load-bearing capacity is 2.5 kN/m².

Picture moldings

Recessed picture moldings are located around the foyer walls at a height of 2.50 m.

Height and nature of ceiling

The available headroom is

- Foyer under main supports: 10.00 m
- Foyer under secondary supports: 12.25 m
- Foyer under the cloakroom level: 2.30 m
- Foyer under the gallery: 4.30 m
- Foyer above the gallery: 3.00 m

Suspension points/Sprinkler system/Smoke alarms

In the ICM foyer no suspension points are available.

The foyer is equipped with a sprinkler system and smoke alarms.

Hall gate dimensions and access

Deliveries are to be made in all cases at ground floor level where the following gate size only applies via

- the north foyer: w 3.00 m x h 4.00 m

In exceptional cases and with the ICM's approval, deliveries can also be made via

- the south side entrance (leading to the west main entrance): w 2.37 m x h 2.20 m,
- Exhibition hall B0: w 2.90 m x h 3.00 m.

Deliveries to the upper storey can be made via elevators adjacent to the auditorium (congress hall 1) and on the east side of exhibition hall B0 (via congress hall 14, only with an ICM elevator attendant).

Load-carrying capacity and door size of the auditorium elevator:

- Load-bearing capacity 1.6 t or 21 persons
- Door w 1.10 m x h 2.10 m
- Cabin d 2.30 m x w 1.30 m x h 2.20 m

Load-bearing capacity and door size of the two hall B0 service elevators:

- Load-bearing capacity 4 t
- Cabins d 6.1 m x w 3.20 m x h 2.50 m

Important to note: The glass elevators in the foyer may only be used for transporting persons. In exceptional cases goods may be transported via the service elevators adjacent to the congress halls (elevator attendant required).

General lighting

In the foyer there is daylight (with an automatic sun-screening system) and artificial light (Luminous color: 840, neutral white).

Power types, voltage, network

See hall B0.

Supply of compressed air, electricity, gas & water, communication facilities

No supply of compressed air, gas and water is available in the foyer.

Electricity is supplied to the stands via recessed floor outlets located on the ground floor every 9 m x 6 m and on the upper floor every 12 m x 8 m.

Telephone, fax, data and antenna connections are provided via multifunctional cables from the floor connection points.

Heating, ventilation

The foyer is partially air-conditioned.

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1. Preface

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

The Technical Guidelines are a constituent part of the contracts Messe München GmbH concludes with its exhibitors, organizers, service companies, stand-building companies and other service providers. These exhibitors, organizers, service companies and other service providers undertake to ensure that all their contractual partners, who are active or merely present at the trade fair center, comply with these Technical Guidelines. Messe München GmbH 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 Messe München GmbH are concerned, the given organizer is, alongside Messe München GmbH, entitled and obliged to demand of his customers and their contractual partners that they comply with the Technical Guidelines.

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

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

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

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

The 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 Messe München GmbH, e. g. those outstanding from previous events. In addition, Messe München GmbH reserves the right to charge a supplement on the stand fees in accordance with the details shown in the 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, Messe München GmbH 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, Messegelände, 81823 Munich, Germany, Tel. +49 (0)89 949-01. Messe München GmbH and the respective organizer exercise domiciliary rights.

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

1.2. Opening hours

1.2.1. Stand 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 8:00 and 22:00 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 18:00. Aisle areas adjacent to the stand are to be kept clear from 18:00 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 Messe München GmbH'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. Messe München GmbH reserves the right to impose special arrangements in this respect. Exhibitors who need to work on their stands outside these times due to exceptional circumstances require the written consent of Messe München GmbH's Technical 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. Messe München GmbH can however make exceptions and issue appropriate parking or entry permits. Messe München GmbH is entitled to raise a charge for the issue of parking or entry permits.

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

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

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

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

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

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

Additionally, the provisions and access regulations set out in the 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 Messe München GmbH for traffic order and control purposes including instructions issued by any traffic control staff on site require strict compliance. Messe München GmbH 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 Messe München GmbH if delays are incurred by exhibitors, their stand construction companies or other contractors due to the trade fair center being overcrowded or to measures implemented by Messe München GmbH to control traffic within the trade fair center and/or access to the stands.

2.2. 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, Messe München GmbH is only liable for such damage to property as is incurred due to wilful or gross negligent behaviour. Hydrants in the halls and outdoor exhibition area may neither be obstructed nor made unrecognisable or inaccessible.

2.2.2. 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 Messe München GmbH has allowed exhibitors to incorporate space from the aisles into their stand design. These areas must be visually designed in such way that they are recognizable as areas belonging to hall aisles.

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

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

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

2.3. 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

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

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

2.6. Evacuation/Clearance

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

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

3.1. Hall data

The halls offer the following gross exhibition areas:

A1–A6, B1–B6 approx. 11,000 m²

C1–C4 approx. 10,000 m²

B0 approx. 3,500 m²

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–C4) 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–C4 measures approx. 4.50 m.

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

Load-bearing capacity of the hall floors

The hall floors are made of mastic asphalt. The maximum permissible distributed load on the floors in all halls is 5 t/m² (50 kN/m²). A total truck weight of up to 60 t (600 kN) is allowed. The maximum permissible fork-lift load is 14 t (140 kN). The permissible point load on a floor area of 30 cm x 30 cm (spacing of approx. 1.50 m) is 5 t (50 kN; floor pressure 500 kN/m²)—this does not apply however to utility duct covers.

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

Kindly contact Messe München GmbH's Technical Exhibition Services Division for details concerning the entrance buildings (floor load-bearing capacity max. 1 t/m² (10 kN/m²) on the ground floor).

3.1.1. Normal lighting, type of current, voltage

The normal lighting in the halls is provided by Messe München GmbH. The normal artificial lighting in the halls during the actual fair is approx. 50 lux/m² measured 1 m above the floor.

Each hall is lit by daylight and artificial light.

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

Mains type: TN-S System

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

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

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

Compressed air, electricity, gas and water are supplied to the stands in the halls via the utility ducts located approx. every 5 m in the hall floor (approx. 4.50 m in the case of Halls C1–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/m²

Connection for water DN 25/min. 3.50 bar

Wastewater DN 100

Connection for sprinklers 50 DN, available in every second duct

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

Connection for gas DN 25/20 mbar

3.1.3. Communications equipment

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

3.1.4. Sprinkler systems

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

3.1.5. Heating, ventilation

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

3.1.6. Faults

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

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

3.2. Outdoor exhibition area

Outdoor exhibition areas F5–F8 approx. 103,000 m².

Special outdoor exhibition areas F9–13 approx. 150,000 m².

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/m² (500 kN/m²) except for railway track area for which a lower load-bearing capacity applies. Details available from Messe München GmbH's Technical Exhibition Services Division.

Lighting: 30 lux/m²

Outdoor exhibition areas N5–N10: approx. 115,000 m²

Max. ground load-bearing capacity: 20 t/m² (200 kN/m²)

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

Connection for water: DN 40/min. 3.50 bar

Wastewater: max. DN 100

Electricity supply: 50 W/m²

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.

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

qh1 = 0.125 kN/m² up to 4 m height from upper edge of floor;

qh2 = 0.063 kN/m² for all surfaces above 4 m in height from upper edge of floor.

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

Stand structures in the outdoor exhibition area should be appropriately designed to withstand wind loads and, if applicable, snow loads. (See Item 4.6. for load assumptions for platforms and Item 4.9.3. for load assumptions for two-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 m² and they are not higher than 3 m. On request, Messe München GmbH offers exhibitors the option of checking their stand design plans which are to be submitted in duplicate. All other types of stand (above all those with floor space in excess of 100 m² 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.). Dimensioned layout, elevation view and sectional drawings are to be submitted to the Technical Exhibition Services Division for approval. Escape and rescue routes are to be shown in a separate plan. To the extent that 200 or more seats need to be arranged, the total number of seats and the escape/rescue routes must be shown in a separate plan (seating plan scale 1:200) to be submitted to Messe München GmbH in triplicate, whereby the width of the escape/rescue routes is to be based on the maximum number of persons the room can accommodate and sized accordingly (see also Item 5.9.). 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 Messe München GmbH's Technical Exhibition Services Division.

Stand space in the halls

To-scale drawings for single-storey stands with floor space in excess of 100 m² or higher than 3 m must be submitted for approval to Messe München GmbH'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 Messe München GmbH'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 Messe München GmbH'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 Messe München GmbH 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 m² or higher than 5 m must be submitted for approval to Messe München GmbH'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 Messe München GmbH'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 200 persons, darkened rooms for slide/film shows must be applied for by submitting the "Application for Special Stand Designs" form to Messe München GmbH's Technical 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 Messe München GmbH 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
80331 Munich, Germany
www.muenchen.de

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

4.2.2. Vehicles and containers

The use of vehicles and containers as exhibits in the halls requires approval (see Items 4.4.1.2. and 4.4.2., for vehicles in the outdoor exhibition area see Item 4.8.4.). For damage to road surfaces and hall floors by vehicles and containers, the exhibitor is liable in full.

Motorized/mobile exhibition stands (show trucks, buses, trailers, etc.) must be equipped with a sprinkler system if they constitute a single, uninterrupted area measuring more than 30 m². 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 Messe München GmbH's request. If this is not done within the set period, Messe München GmbH 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 Messe München GmbH 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 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 Messe München GmbH may only be exceeded with Messe München GmbH'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. Messe München GmbH 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. Messe München GmbH'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 Messe München GmbH'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 Messe München GmbH'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 m². 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 Messe München GmbH. Approval can be obtained from the relevant safety authorities via the "Application for Preventive Fire Protection Measures" form. Exhibitors have no entitlement to approval being granted.

4.4.1.5. 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 Messe München GmbH'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 Messe München GmbH'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 Messe München GmbH subject to a charge. They should be placed at the edge of the aisle-side of the stand for collection purposes. Readily flammable waste materials such as wood chippings, other bits of wood, sawdust and the like should be kept in sealed containers and disposed of on a daily basis or several times per day if large quantities are produced.

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

See also Item 6. "Environmental Protection" and the Waste Disposal form in the 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 Messe München GmbH'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 EN 3 fire-extinguisher suitable and approved for fire classes A/B/C.

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

4.4.1.11. Empty packaging/Storage of goods

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 Messe München GmbH. 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, Messe München GmbH 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 be 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 Messe München GmbH's Technical Exhibition Services Division (see Messe München GmbH's Technical Exhibition Services "Application for Preventive Fire Protection Measures" order form). All stand coverings require the prior, written approval of Messe München GmbH's Technical Exhibition Services Division.

Halls A1–A6, B1–B6, C1–C4:

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 m².

In such cases, one sprinkler unit must be installed for every 12 m² 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 m² are not necessary if the coverings meet the following requirements:

- Metal modular or grid ceilings:

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

- Textile coverings:

The covering is fire-resistant and its horizontal installation below sprinkler units has been approved by VDS Schadenverhütung GmbH (wide-mesh netting or smoke-out fabric). VDS Schadenverhütung GmbH's written approval should be submitted to Messe München GmbH's Technical Exhibition Services Division; compliance with VDS Schadenverhütung GmbH's installation instructions is required. See Item 4.9.6. for stand coverings on the upper floor of two-storey stands.

Hall B0 and the North, East, West and North-West Entrances:

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

Horizontal coverings in the entrance buildings wider than 1 m must be approved by Messe München GmbH's Technical 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 Messe München GmbH's Technical Exhibition Services Division to send you our Notice on Stand Construction in Exhibition Halls using Glass and Acrylic Sheet or use our download service via the Messe München GmbH homepage.

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

4.4.4. 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. Messe München GmbH reserves the right to impose any safety- or fire protection-related demands that may become additionally necessary until such time as stands undergo official acceptance.

If there are stand structures in the outdoor exhibition area with partitioned 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 m², an escape route longer than 10 m or a stand designed such that the exit/escape route are not visible from all points on the stand, the following minimum requirements apply:

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

Stands with a floor area of up to 100 m² require 1 exit with a clearance width of at least 0.90 m. Stands with a floor area of more than 100 m² require 2 exits, each with a clearance width of at least 0.90 m. Stands with a floor area of more than 200 m² require 2 exits, each with a clearance width of at least 1.20 m. For stands with a floor area of more than 400 m², Messe München GmbH'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. Messe München GmbH reserves the right to impose any safety- or fire protection-related demands that may become additionally necessary until such time as stands undergo official acceptance (see Item 4.4.4.).

If within a given stand the maximum length of an escape route to a hall aisle exceeds 10 m, the stand must be equipped with a second exit and/or an aisle at least 2 m wide leading to a hall aisle.

Escape routes should be marked as such in accordance with 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, stairs, bridges

All general walkways immediately adjacent to areas that are more than 0.20 m lower must be protected by a balustrade of at least 1 m in height and equipped with at least top, middle and lower cross-braces. Static load verification is to be provided for platforms with a height of 0.50 m and more. The platform floor must be designed to comply with DIN EN 1991-1-1 (2010) in conjunction with DIN EN 1991-1-1/NA (2010) Table 6.1DE Category C1 or C3 depending on the specific use made of it. This equates to a working load of $q_k = 3 \text{ kN/m}^2$ for cafés and reception areas; for areas where a large number of persons gather, 5 kN/m² applies.

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

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

4.7. Stand design

4.7.1. Appearance

The design and equipping of a stand as well as any necessary construction work are the responsibility of the given exhibitor. In this connection, he must however take into account the character and appearance of the fair and/or exhibition concerned. To this end, Messe München GmbH is entitled to demand changes to be made to the stand design. Moreover, Messe München GmbH reserves the right to prescribe the framework structure required for a given event in its Special Terms of Participation. Products manufactured by way of the exploitative employment of child labor as defined under the provisions set out in ILO Convention 182 may not be used for the construction or equipping of the stand. Stand walls bordering on visitor aisles must include glass panels, alcoves, displays, etc. to give them a more appealing look.

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

4.7.2. Checking stand size

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

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

4.7.3. Structural modifications to halls

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

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

Securing exhibits via floor anchorages is only possible in exceptional, justified cases and only with the prior, written consent of Messe München GmbH's Technical Exhibition Services Division. To this end, the floor anchorages required should be registered in writing with Messe München GmbH'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 Messe München GmbH's consent, flat-rate repair charges of EUR 90 per drill hole plus VAT will be raised. Kindly contact Messe München GmbH's Technical 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. 4.50 m, B0 approx. 4.85 m). Hall C1 is equipped with two utility ducts running the length of the hall in addition to those running across its width.

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

4.7.5. Suspending items from the hall ceiling

Items may only be suspended using the technical facilities intended for this purpose and in accordance with the provisions set out in the German ordinance BGV C 1.

4.7.5.1. Provision of fixing points

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

To the extent structurally feasible, the exhibitor will be provided with a fixing point at the desired position above the stand area. Plans should be attached to the order (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. Messe München GmbH will review the feasibility of the desired fixing points on the basis of the documents submitted.

Each suspension point of the hall ceiling structure can withstand a maximum perpendicular load of 100 kg. The maximum area load is 5 kg/m². Suspension points for loads heavier than this only on request. A point-load certification has to be provided 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 Hall Ceiling Suspensions") or use our download service via the Messe München GmbH homepage.

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

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

4.7.6. Stand perimeter walls

Partition walls can be ordered via the 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 Messe München GmbH's prior written approval. They may not disturb any other event participants, cause crowding that blocks the aisles nor drown out the public address system in the halls. The noise level at the stand perimeter may not exceed 70 dB(A).

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

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

In the absence of any provisions to the contrary in the 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.

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

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

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

4.7.8. Barrier-free design

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

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 Messe München GmbH and marked at the corners.

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

The boundaries of the stand area must be observed. The exhibitor must ensure that no items located in the area of the stand protrude beyond its confines. Exceptions to this ruling can be approved for revolving tower cranes by Messe München GmbH's Technical 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 m² or higher than 5 m and special constructions (e. g. advertising towers) to be erected in the outdoor exhibition area require the prior approval of Messe München GmbH'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 Messe München GmbH'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. Messe München GmbH'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

80331 Munich, Germany

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 0.50 m to the perimeter of neighboring stands unless Messe München GmbH's Technical Exhibition Services Division has exceptionally issued written approval to this effect.

Kindly contact Messe München GmbH's Technical Exhibition Services Division with regard to the positioning of stand structures measuring > 75 m² 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 A 8.

4.8.3. Dismantling

All exhibition areas have to be returned to Messe München GmbH in their original state by the specified dismantling deadline. To this end, the space to be returned should be notified to Messe München GmbH'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 Messe München GmbH 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 Messe München GmbH and these installations are located at least 0.30 m below ground level. In such cases, plans detailing the exact location and size of the installations concerned must be submitted to Messe München GmbH's Technical Exhibition Services Division without delay. In the event of the due repair work not having been performed by the specified date, Messe München GmbH 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. Use of vehicles with caterpillar tracks

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

4.8.5. Other regulations applicable in the outdoor exhibition area

Exhibitors whose stands border on the edge of the trade fair center grounds are not allowed to use the fencing for their own purposes. Use of the outside of the fencing for advertising purposes is prohibited. This also applies during the stand 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 registered for approval with Messe München GmbH'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, Messe München GmbH'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 m², with one sprinkler unit to be installed for every 12 m² of covered space or part thereof. All rooms erected within this area are to be included in the protection provided by the sprinkler system. The minimum distance for stairways, open cabins, terraces/catering areas to the edge of aisles and to the perimeter of a neighboring stand is 3 m. If it is impossible to maintain the minimum distance to the neighboring stand, some form of screening of at least 2 m in height is to be erected in the area concerned for privacy purposes.

4.9.3. Working loads/Load assumptions

The floor of the upper 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/m² (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/m² (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/m². 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 m², 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 m² require 1 exit with a clearance width of at least 0.90 m. Stands with a floor area of more than 100 m² require 2 exits, each with a clearance width of at least 0.90 m. Stands with a floor area of more than 200 m² require 2 exits, each with a clearance width of at least 1.20 m. For stands with a floor area of more than 400 m², Messe München GmbH'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 m², 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.

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. Messe München GmbH reserves the right to impose any safety- or fire protection-related demands that may become additionally necessary until such time as stands undergo official acceptance (see Item 4.4.4.).

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

Kindly contact Messe München GmbH's Technical 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, Messe München GmbH 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. Messe München GmbH 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 Messe München GmbH at the expense of the exhibitor concerned at the end of the given event.

5.2. Use of machinery

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

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

Only such cranes, fork-lift trucks and work platforms as are supplied by Messe München GmbH's authorized service partners may be used. In special cases, the approval of Messe München GmbH'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 Messe München GmbH and/or contractors appointed by it. The electrical installations to be exclusively fitted by Messe München GmbH and/or contractors appointed by it include the main electrical connection and cabling, master fuse and, if applicable, the master switch/electricity meter. Messe München GmbH's Technical 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 Messe München GmbH'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 Messe München GmbH. 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, Messe München GmbH 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. Messe München GmbH is entitled to run power lines and connections serving neighboring stands across the exhibitor's stand unless Messe München GmbH can provide the electrical connection to the neighboring stands at the same or lower cost without laying supply lines and connections across the exhibitor's stand.

Should the exhibitor wish power lines to be laid across public aisles or third-party stands, Messe München GmbH's prior approval must be sought. Any power lines laid in this respect must give due consideration to the safety of the public and exhibitors alike and are payable by the exhibitor concerned. To the extent that power consumption is not payable on a flat-rate basis, it will be determined via the meter fitted and invoiced at the per-kWh prices shown in the Order Forms for Exhibitor Services.

For safety reasons, Messe München GmbH reserves the right to switch off the exhibitor's power supply after the event has finished.

5.3.2. Stand installation

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

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

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

5.3.3. Installation and operating regulations

All electrical installations must be fitted in compliance with the latest safety regulations issued by the 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 Messe München GmbH.

5.3.4. Safety precautions

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

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

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

5.3.5. Safety lighting

Stands whose specific design or structure render the existing general safety lighting ineffective must be equipped with their own, additional safety lighting 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 Messe München GmbH and/or a contractor appointed by it. The water/wastewater installations encompass the main water connection (supply and drainage) with supply and drain pipes as well as a water meter if applicable. The exhibitor is not allowed to obtain water for his stand from such persons as have not been authorized to supply water by Messe München GmbH. Exhibitors are expressly forbidden to obtain water from neighboring stands. Furthermore, exhibitors are not entitled to supply any third parties at the trade fair center apart from his co-exhibitors with such water as is supplied to him by Messe München GmbH. This applies particularly to neighboring stands.

Connection plans indicating the required position of the connections should be attached to the 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 Messe München GmbH determine that the water/wastewater installation ordered by the exhibitor cannot guarantee the simultaneous operation of all items requiring such facilities, Messe München GmbH is entitled to upgrade the water/wastewater installation at the expense of the exhibitor at the prices stated in the 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.

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

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

To the extent that water consumption is not payable on a flat-rate basis, it will be determined via the meter fitted and invoiced at the per-m³ prices shown in the Order Forms for Exhibitor Services. Wastewater polluted with chemicals may not be fed into the sewage system (see also Item 6.2.1.).

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

5.4.2. Stand installation

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

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

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

For safety reasons, dishwashers without a fitted drainage pump are not to be connected to the water mains if the drainage gradient is insufficient.

The connection of refrigerators/freezers with open refrigeration cycles should be registered with Messe München GmbH's Technical Exhibition Services Division. The water consumed will be measured via meters and charged at the rates stipulated in the Order Forms for Exhibitor Services. Messe München GmbH 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. Messe München GmbH reserves the right to install a compressor for the supply of compressed air on the stand in cases where, for instance, little compressed air is required. The use of a compressor to be supplied by the exhibitor himself has to be notified to Messe München GmbH's Technical 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 Messe München GmbH. Exhibitors are expressly forbidden to obtain compressed air from neighboring stands. Furthermore, exhibitors are not entitled to supply any third parties at the trade fair center apart from his co-exhibitors with such compressed air as is supplied to him by Messe München GmbH. This applies particularly to neighboring stands.

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

The exhibitor is responsible for ensuring that the compressed-air installation is able to provide all items on the stand requiring compressed air with sufficient compressed air such that they can all operate simultaneously. Should Messe München GmbH determine that the compressed-air installation ordered by the exhibitor cannot guarantee the simultaneous operation of all items requiring compressed air, Messe München GmbH is entitled to upgrade the compressed-air installation at the expense of the exhibitor at the prices stated in the 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. Messe München GmbH is entitled to run compressed-air supply lines and connections serving neighboring stands across the exhibitor's stand unless Messe München GmbH can provide the compressed-air connection to the neighboring stands at the same or lower cost without laying supply lines and connections across the exhibitor's stand.

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

A ground plan indicating the required position of the connections should be attached to the orders (forms in Order Forms for Exhibitor Services).

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

5.5.2. Stand installation

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

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

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

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

5.5a Gas installation

5.5a.1. Connections

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

Connection plans indicating the required position of the connections should be attached to the orders (form is included in the Order Forms for Exhibitor Services or available from Messe München GmbH'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 Messe München GmbH determine that the gas installation ordered by the exhibitor cannot guarantee the simultaneous operation of all items requiring such facilities, Messe München GmbH is entitled to upgrade the gas installation at the expense of the exhibitor at the prices stated in the 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.

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

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

To the extent that gas consumption is not payable on a flat-rate basis, it will be determined via the meter fitted and invoiced at the per-m³ prices shown in the order forms for technical exhibition services. The use of gas for lighting and/or heating purposes (e.g. radiation heaters) as a stand design element is prohibited. As a rule, exhibits are exempted from this requirement. All burners must be equipped with low-setting controls or automatic ignition devices.

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

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

5.5a.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 Messe München GmbH and/or contractors appointed by it providing an appropriate order is submitted.

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

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 Messe München GmbH's prior written approval. It may not disturb any other event participants, cause crowding that blocks the aisles nor drown out the public address system in the halls. Noise-emitting machinery and/or devices may only be operated for short periods of time and only as long and often as the given demonstration requires. The noise level at the stand perimeter may not exceed 70 dB(A).

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

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

5.6.2. Product Safety

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

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

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

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

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

5.6.3. 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 (BetriebSichV) 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. Rental equipment

If hired equipment is used on the stand, the above regulations apply accordingly. Above all, any proof of testing issued (see Item 5.6.3.1.) 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 Messe München GmbH 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 Messe München GmbH'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 D 34.
- 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 EN 3) 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 D 34, TRGS 510 and TRGS 800 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 EN 3 is to be kept on the exhibition stand.

5.8. Hazardous 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. VerbotsV) and the Dangerous Substances Directive (GefStoffV).

5.9. Assembly rooms/Show areas

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

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

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

Messe München GmbH reserves the right to impose additional conditions should the need arise.

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 A 8). Curtains in the vicinity of the exits must open easily to the minimum exit width prescribed, end 10 cm above the floor and be extremely flame retardant. They are to be provided with a colored marking along the vertical edges used for opening and closing. They may not be sealed (tied together or similar) during operating hours. Applications should be submitted via the "Application for Preventive Fire Protection Measures" form in the 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 0.40 m must be provided between the rows of seats. Seats arranged in blocks may comprise no more than 30 rows. Aisles with a minimum width of 1.20 m must be provided behind and between the blocks. No more than ten seats may be arranged at the side of an aisle. The seating plan must show places for both sitting and standing. The path from a seat at a table to the nearest aisle may not exceed 10 m. The distance between the tables should not be less than 1.50 m. The places for wheelchair users are to be marked separately.

Doors located on escape and rescue routes in assembly rooms must open out in the direction of escape and may have no thresholds. During the time in which persons stay in assembly rooms, the doors of the respective escape and rescue routes must be able to be opened from inside easily and to their full width at all times. In the case of show areas as defined in the Assembly Place Directive (VStättV) valid at the given time, a person responsible for event systems or an event system specialist (pursuant to paragraphs 39 and 40 in the Assembly Place Directive) is to be notified by name to Messe München GmbH's Technical 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 Messe München GmbH's approval. The permit must be applied for via the appropriate authorities in accordance with the Radiation Protection Directive and submitted to Messe München GmbH at least 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 Messe München GmbH's approval. The Directive on the Prevention of Damage by X-rays (RöV) must be observed. The operation of X-ray and spurious radiation equipment is subject to mandatory approval or notification pursuant to Sections 3, 4, 5 and 8 of the RöV. The relevant authority for Munich as the exhibition venue is the Munich State Factory Inspectorate to which the applications for approval or notification must be submitted. Notification must be submitted via the "Registration of Laser and X-Ray Equipment" form in the Order Forms for Exhibitor Services.

5.10.3. Laser equipment

The operation of laser equipment requires a special permit and Messe München GmbH'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 Messe München GmbH's approval.

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

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

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

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

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

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

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

5.12. 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, Herdweg 63, 70174 Stuttgart, Germany
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 Messe München GmbH's request. This obligation of the exhibitor concerned still applies even if he indicated such characteristics in his application and his application was approved. Should the exhibitor fail to meet his obligation by not immediately removing the exhibition goods causing the disturbance, Messe München GmbH is entitled to remove the exhibition goods concerned at the expense and risk of the exhibitor or close down his stand without the exhibitor being entitled to claim damages from Messe München GmbH or the relevant organizer. In such cases, Messe München GmbH decides when the stand that has been closed down should be dismantled.

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

6. Environmental protection

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

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

At the trade fair center, such materials and products as are 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 Messe München GmbH only with the disposal of waste at the exhibition center. The exhibitor is to ensure that also his contractors appoint Messe München GmbH only with the disposal of waste at the exhibition center. Messe München GmbH 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 Messe München GmbH 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 Messe München GmbH, 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 Messe München GmbH. 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 Messe München GmbH of waste requiring special supervision (see Item 6.1.2.) and oils and grease (see Item 7.2.1.), which must be disposed of separately by Messe München GmbH.

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

Production waste and demonstration residue generated by the exhibitor must be registered in good time with Messe München GmbH 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 Messe München GmbH in good time for disposal such waste as is by virtue of its nature, characteristics or quantity particularly hazardous to health or the environment, explosive or 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 Messe München GmbH at the prices valid at the time of the event. Messe München GmbH reserves the right to demand higher charges for the disposal of mixed waste than for fully presorted, recyclable materials.

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

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

6.2. Water, wastewater, ground protection

6.2.1. Oil/Grease separators

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

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

6.2.2. Cleaning/Detergents

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

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

6.3. Environmental damage

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

Status: April 2015
Messe München GmbH