

IAA Mobility I Open Space

Munich, September 7-12, 2021

Organizational and Technical Regulations

Pre-release version I As of October 2020

These *Organizational and Technical Regulations* provide important information for the organization, planning and handling of the presentations in the IAA Open Space. The German version is binding.

Content will be updated regularly. Changes to previous versions will be marked correspondingly.

Further up-to-date information, as well as the download version of the *Organizational and Technical Regulations*, is available on www.iaa.de.

1. Introduction

1.1 Responsibility of the exhibitor

The exhibitor is responsible for ensuring that the stand erected by him or on his behalf and his overall presentation comply with the general statutory requirements, the *Exhibition Conditions* and the *Organizational and Technical Regulations*.

For this reason, it is absolutely essential that the exhibitor forward all documents required for the planning (plans, Organizational and Technical Regulations and Exhibition Conditions) to the company planning the stand.

The exhibitor is responsible for operational safety and for compliance with occupational health and safety and accident prevention regulations for all works in the rented stand area. In particular, the regulations concerning the social insurance requirements applicable to part-time employees (reporting requirement, social security card) must be observed.

The IAA will be registered according to the Trade and Industry Code. The assessment as mandated by trade law includes the exhibition duration as well as the setup and dismantling period.

The IAA House Rules are valid during the event. Information will be provided at a later date.

1.2 Contacts

Organizer

German Association of the Automotive Industry e.V.
(hereinafter referred to as VDA)
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Exhibitor Services

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Exhibition Planning Open Space

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1.3 Venue

Exhibition space is available at the following locations:

Hofgartenstrasse

Königsplatz

Marstallplatz

Max-Joseph-Platz

Odeonsplatz

Platz an der Feldherrnhalle

Residenz

Wittelsbacherplatz

The specific characteristics of the locations can be taken from the *Important Location Information*.

1.4 Dates / Opening Hours in the Open Space

Setup

September 2- 6, 2021

daily 06:00 a.m.– 10:00 p.m.

further details in section 6.

Logistics, Traffic, Setup and Dismantling

Event

September 7, 2021

presumably starting in the afternoon

September 8-12, 2021

opening times will be announced soon

Dismantling

13-15 September 2021

daily from 06:00 a.m. – 10:00 p.m.

further details in section 6.

Logistics, Traffic, Setup and Dismantling

1.5 Guest Tickets / eTickets

Information will be provided at a later date.

1.6 Exhibitor Passes

Information will be provided at a later date.

1.7 General Program

Information will be provided at a later date.

1.8 Stand Rental in the Open Space

Minimum size 50 m² / Maximum size 1,000 m² per exhibitor or brand

Residenzhöfe	100 €/m ²
Marstallplatz & Hofgartenstrasse	125 €/m ²
Königsplatz	150 €/m ²
Odeonsplatz and Platz an der Feldherrnhalle	175€/m ²
Wittelsbacherplatz and Max-Joseph-Platz	200€/m ²
Open Space exhibitors only	location price +150€/m ²
Further stand levels	50% of the m ² price for stand rental on ground level

All prices plus VAT

1.9 Cash sales

Cash sales are permitted only if the exhibitor has concluded a special contract, including a concession fee of € 950.00 plus VAT. A highly visible pricing system for the services provided at the stand is obligatory during the entire exhibition period.

Cash sales are permitted in the exhibition areas until 10:00 p.m. (corresponding to the shop opening times).

Contact:

Heike Rotter (VDA)

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E-mail: Heike.Rotter@vda.de

1.10 Sale of vehicles

Exhibitors in groups 1 to 4 are permitted to sell new vehicles from the current sales program for the German market to commercial customers as well as to reserve vehicles from product presentations that will be launched on the German market within the next six months after the end of the IAA 2021 for customers or to hold talks to initiate a purchase. Advertising for sales with IAA discounts is not permitted on the stands and other exhibition areas.

2. Preparation of the presentation in the Open Space

2.1 Planning and stand confirmation

The [Requirements for Presentations in the Open Space](#) apply for all areas in the Open Space.

The limited available exhibition areas can be booked only with the previous consent of VDA. Preferences stated at the time of booking with regard to stand placement and/or size will be taken into consideration as far as possible. Allocated areas may deviate from the desired stand size by plus or minus 10%.

For areas reserved during the pre-booking, setup planning will already start according to the "first-come-first-served" principle before the IAA Online Registration Portal is activated in September 2020

Exhibitors will receive exact information on the placement and dimensions of stand areas together with stand confirmation. Stand confirmation is expected to be dispatched in April 2021.

Important Note:

As part of the further detailed planning in connection with the preparation of the application for special use of the spaces, changes may be necessary in the location, proportions and size of the exhibition areas reserved.

These can be caused, for example, by:

- Official requirements within the framework of the overall concept for safety and crowd management
- Official requirements pertinent to the elaboration of a concept for traffic and visitor guidance, signposting, and related measures
- Detailed coordination of the technical equipment in the stand areas (cable ducts, distributors, etc.)
- Design constraints or capacity shortages in the available exhibition areas

The proposed exhibition areas are thus non-binding until the stand confirmation is received. Please take this into account during your planning. It also holds with respect to the costs you will incur prior to receipt of the stand confirmation.

Contact

Kathrin Erdmann (VDA)

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2.2 Stand construction permit

It is urgently recommended that exhibitors check out local conditions on site before the beginning of planning and coordinate their drafts with the event organizer as early as possible

A draft design must be submitted to the event organizer for all stand structures in the Open Space.

More detailed information will presumably be available on the approval process at the beginning of November in the *Information Sheet for Stand Constructions in the Open Space at the iaa.de*.

Stand planning should be submitted to the organizer as early as possible but not later than eight weeks before the beginning of setup. The required documents must be sent (ideally in size DIN A3) as one coherent pdf file with a maximum size of 15 MB to the following address:

stand@iaa.de

The subject line must contain:

IAA Mobility 2021, location, exhibitor name, stand number.

Late submission may result in much longer processing times. If draft designs arrive shortly before setup time the organizer reserves the right to inspect and check the stands on site. This may necessitate adjustments; any additional expenses incurred will be charged to the exhibitor.

The following documents must be submitted for examination and approval no later than 8 weeks before the beginning of setup:

- **Dimensioned floor plans** including information about stand construction and presentation of exhibits
- **Dimensioned views** and sections
- **Maximum five renderings** of the draft design
- If necessary: **escape route plan** showing the widths and lengths of all necessary escape routes
- If necessary: dimensioned **ceiling plan** showing closed areas
- **Specification** including details of construction materials (possibly including certificates), presentations, technical equipment (e.g. smoke alarm, air conditioning system) and lighting
- **Calculations** of top floor areas and supporting structures
- **Form 1.3 “Application of special stand constructions”**
- If necessary: **Structural analysis** in German. Submitted analyses will be examined by Messe München GmbH and are subject to a fee for the exhibitor. The billing is based on the actual expenditures. In the event of type certifications, no structural analysis is required.

Legends in English or German.

All stand constructions will be examined by the organizer. The documents will be returned to the exhibitor/planner with digital approval notices. This does not relieve the exhibitor of his responsibilities.

The exhibitor bears the main responsibility for ensuring that the exhibition stand, the exhibits and the whole exhibition presentation comply with general statutory requirements, the *Exhibition Conditions* and the *Organizational and Technical Regulations*, and must be able to demonstrate this if necessary. The latest version of the building and venue regulations of the state of Bavaria (*Bayerische Bauordnung* and *VStättV Bayern*) are also applicable.

In the event that the exhibitor or his subcontractor fails to comply with the stand construction regulations, the exhibitor shall assume full liability for any damage arising as a consequence of his violation of these stand construction regulations. Furthermore, the exhibitor shall indemnify the organizer and Messe Frankfurt from any third-party claims asserted with respect to the violation of the stand construction regulations.

The organizer and the respective authorities may inspect the stand construction for compliance with the guidelines at any time during the construction period and the event. The exhibitor must ensure that the approved draft plan is available on site during construction and can be reviewed at any time.

Stand structures which are not approved and do not comply with the technical regulations or with the state of the art, or which are not safe must be modified or removed if necessary. If this is still pending after a specified deadline, the organizer is entitled to have the work carried out at the expense and risk of the exhibitor.

2.3 Exhibitor services for the IAA Open Space

The necessary exhibitor services for the exhibition areas can be ordered through Messe München GmbH.

At the end of May 2021, exhibitors will receive an invoice for the advance payment for services by Messe München GmbH. The amount of the advance payment will be invoiced after the event as part of the final invoice for the services actually ordered.

More detailed information and a price overview for the available services will be provided at a later date.

2.4 Travel organization

Information will be provided at a later date.

2.5 Communication fee

The communication fee of € 950.00 plus VAT is compulsory for every exhibitor and co-exhibitor and covers the following services:

- Entry of address and communication details in the IAA online catalog and app
- Entries in the list of products and services in the IAA online catalog and app
- Teaser text in all exhibitor lists and company text in the exhibitors' profile in the IAA online catalog and app
- Key visual in the exhibitors' profile in the IAA online catalog and app
- Social media links in the IAA online catalog and app
- Alphabetic entry in the IAA *Visitors' Guide*

2.6 Press

Information will be provided at a later date.

2.7 Advertising and marketing

Information will be provided at a later date.

2.8 Evening events

Evening events always have to be approved by VDA and Messe München GmbH (OMS). Additional information will be prepared by the 2nd quarter of 2021.

Events can last until 10:00 p.m. at the latest.

2.9 Additional rooms and spaces in the IAA Open Space

Information will be provided at a later date.

2.10 Support staff and services

Information will be provided at a later date.

2.11 Service facilities in the IAA Open Space

Information will be provided at a later date.

2.12 Cleaning & detergents

The cleaning of the areas of general access and other relevant areas in the IAA Open Space will be organized on behalf of the organizer 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 start of the fair or event. If exhibitors do not have the cleaning work performed by their own personnel, they must appoint Messe München GmbH 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 that 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 be used only in exceptional circumstances in accordance with the relevant regulations.

In case of any environmental damage or pollution (caused by e. g. petrol, oil, solvents or paint) the Site Manager (OMS) must be notified immediately.

2.13 Waste management

In all phases of the event, including stand setup and dismantling periods, the aim must be to avoid creating 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, materials that can be recycled and pollute the environment as little as possible are to be used for stand-building and stand-operation purposes.

Waste disposal and the proper separation of wastes produced during setup and dismantling, as well as of wastes produced in the stand areas during the event, shall be coordinated centrally and carried out by the service partners of Messe München GmbH.

Exhibitors shall be charged for these services on the basis of the compulsory flat-rate waste disposal fee of € 12/m² of stand area plus VAT. The exhibitor will be charged the corresponding amount at the time of registration acceptance before the beginning of the event.

During the setup and dismantling periods, waste disposal containers will be provided in the individual areas. For the duration of the event, waste will be collected in the individual exhibition areas. More detailed information on the exact procedures will be provided at a later date.

The flat-rate disposal fee does not include the disposal of production wastes (e.g. kitchen and catering waste or wastes from machinery presentations), individual stand construction elements or complete exhibition stands. The disposal of these wastes must be registered in good time by contacting the Site Manager and indicating the type of the materials and quantities concerned.

The exhibitor is to collect the waste in appropriate containers which will be supplied by Messe München GmbH upon request, subject to payment of a charge.

In the course of registration and 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 setup 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 and film/foil) and then have it disposed of as fully pre-sorted, recyclable waste by Messe München GmbH.

Insofar as fully presorted, recyclable waste cannot be collected in the 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.

Kitchen and catering wastes and other wastes contaminated with kitchen and catering wastes may only be disposed of as mixed waste. The exhibitor is required to notify Messe München GmbH of waste requiring special supervision and of oils and grease, which must be disposed of separately by Messe München GmbH.

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 in the IAA Open Space. The exhibitor may entrust Messe München GmbH alone with the disposal of waste in the IAA Open Space.

The exhibitor shall ensure that the companies he has hired to work in the IAA Open Space also conform with the regulations described above.

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

In the event of any environmental damage or pollution (caused, by example, by petrol, oil, solvents or paint), the Site Manager (OMS) must be notified immediately.

Such materials and waste as are not used or generated during the stand construction or dismantling periods, or during the event itself, may not be brought to the IAA Open Space.

Wastes reported for disposal shall be disposed of by Messe München GmbH at the prices in effect at Messe München GmbH at the time of the event. For the disposal of wastes which have not been reported by the exhibitor nor by his subcontractors, Messe München GmbH reserves the right to charge a distinctly higher price within the framework of a flat-rate compensation for damages.

The exhibitor may demand a reduction in the flat-rate 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 at the exhibitor's stand unless he can prove that the waste has not been generated by him or his contractors.

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-parties at considerable risk or impinge upon them, are to be removed immediately at the organizer'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, the organizer 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 the organizer. In such cases, the organizer shall decide when the closed stand has to be dismantled.

2.14 Environmental protection

The organizer is committed to the protection of the environment. The exhibitor undertakes to ensure that he and his sub-contractors fully comply with all regulations and requirements related to environmental protection.

In the IAA Open Space, such materials and products as are characterized by their durability, repair friendliness and recyclability, as producing 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.

According to § 4 Abs. 8 of the municipal trade and building waste disposal statutes, the use of disposable tableware is prohibited.

Exhibitors should, as far as possible, no longer hand out plastic bags. Possible alternatives include bags made of fabric.

3. Planning the presentation in the Open Space

3.1 Contacts

Exhibition planning (Stand allocation and design)

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Technical planning (Support and approval of stand constructions, technical services)

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Königsplatz

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Wittelsbacher Platz

Markus Liebhart (OpenMesseService)

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Odeonsplatz

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Platz an der Feldherrnhalle

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Residenz

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Marstallplatz

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Max-Joseph Platz

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3.2 Concept and design of the presentation

The [Requirements for presentations in the Open Space apply](#) for all spaces.

Stand design and equipment, as well as any necessary construction work, are the responsibility of the particular exhibitor. In this connection, the character and appearance of the IAA 2021 must however be taken into account. To this end, the organizer is entitled to demand that changes be made in the stand design.

The focus is on presentations and discussions of innovative and sustainable mobility concepts. The presentations clearly focus on future technologies and emission-free drive systems. To the extent that the technical development of completely emission-free drive technologies is not yet fully developed and is not yet ready for the market, show cars and concept cars as well as, to a lesser extent, modern low-emission drives with new filter technologies can be presented.

Dialogue, experience and entertainment are at the focus of the presentations for the B2C public.

Stand structures should be urban in style and fit as organically as possible into the city image. The specific features of the individual exhibition areas should be optimally integrated into the design of the presentations.

Within the scope of the official permits, the organizer will presumably ask for the basic content concepts and ideas for the brand presentation in the course of the 4th quarter.

To ensure that both the historic squares and the adjoining exhibition areas are noticed, the stand areas should be as inviting as possible, open, transparent and designed so as to be freely accessible for all visitors.

All presentations should be planned and carried out in such a way that they meet the needs of all people – and thus also people with physical, emotional, cognitive or sensory disabilities.

The exhibition areas of the open space are freely accessible to all visitors. Certain areas may have limited access based on a digital ticketing concept.

Stand areas with limited access (e.g. for individuals with Experience Tickets) are to be approved by the organizer in advance.

During stand construction a new benchmark for sustainability and ecology shall be created in a noticeable way. Preference should be given to recyclable and/or reusable materials, which are to be used in the majority of cases.

The exhibitors shall commit to carry out their brand presentations in such a way as to achieve a zero CO2 balance. More detailed information will be provided at a later date.

The architectural features of the squares, and in particular individual monuments, must remain visible for visitors during the event. Messe München GmbH is authorized to order changes in stand design in this context.

Sides of stands which directly face or adjoin neighboring stands should be done in neutral colors and kept clean and free of installation material.

The use of large-format video screens or other self-illuminating surfaces is not equally feasible at all stand locations and every individual case must be looked into by the organizer. To prevent creating impediments to public traffic or disturbing residents living nearby, large-format screens should face into the event area and be switched to sleep mode by 10 p.m. at the latest.

3.3 Permissible construction and advertising heights

Residenzhöfe	max. 6.50 m
Hofgartenstraße	max. 3.00 m
Marstallplatz	max. 7.50 m
Königsplatz	max. 10.00 m
Odeonsplatz	max. 7.50 m
Platz an der Feldherrnhalle	max. 7.50 m
Wittelsbacherplatz	max. 7.50 m
Max-Joseph-Platz	max. 7.50 m

Construction heights deviating from the above should be examined individually.

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 1 m should be kept free to the perimeter of the stand concerned.

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

In certain areas lower construction heights may be necessary for design reasons (e.g. to safeguard necessary visual axes). The corresponding “**construction windows**” will be shown in the stand sketches included in the stand confirmation and will replace the general design guidelines. It is possible to obtain approval for the position and shape of the construction window at the time of submission of the reservation form.

3.4 Stand construction materials and decorations (embellishments)

All materials used for decoration purposes must be at least flame-retardant (according to DIN 4102 or DIN EN 13501-1) - the test certificate must be submitted. If this property is to be achieved subsequently, this is only possible in small quantities and in consultation with the Munich Fire Department using an officially approved flame retardant and observing the processing instructions.

Highly flammable, dripping, melting or toxic gas-forming materials must not be used. The use in case of fire of strongly sooting plastics (e.g. polystyrene, PU foams, polystyrene, etc.) is not permitted. Proof of low flammability in the installed state must be provided.

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

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

The use of deciduous and coniferous shrubs or bushes is only permitted if they have moist root balls. It must be ensured that these inserted materials are kept permanently moist. If it becomes apparent during the event that the trees and plants are drying out and thus becoming easily flammable, they must be removed.

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

3.5 Security

The responsibility for safety in the exhibition areas rests with the exhibitor. This includes, among other things, ensuring short-term stand closures, e.g. in the event of overcrowding and the associated queuing management.

In the event of overcrowding of the location, the organizer's request for stand closure must be complied with.

Within the framework of the Open Space an overall safety concept, as well as a safety concept for each stand area, will be drawn up. Information will be provided at a later date.

3.6 Fire prevention and safety regulations

(for enclosed pavilions or rooms and stand structures)

Fire safety advisory services are offered by the Munich Municipal Fire Department. Appointments as well as accounting for such counselling can be arranged by the OpenMesseService (OMS) of Messe München GmbH.

Roads and vehicle access areas may not be blocked by stand structures or other items at any time including stand setup and dismantling periods. As fire service access routes (section 31 VStättV, section 22 VVB), they are always to be kept clear across their entire width. Hydrants, emergency telephones and other safety facilities must be freely accessible and visible at all times; they may not be blocked, built around or modified.

Structurally enclosed stand structures and pavilions must have at least two **exits** (clearance width: at least 1.2 m) leading to the outside. Such exits are to be as far away from each other as possible and located at opposite ends of the stand, whereby the maximum permissible escape route length of 30 m to the exits leading to the outside must be observed. In multi-storey buildings, at least one exit per floor must be arranged directly into the open

If stand structures have recreation rooms that do not have a line of sight in alignment with the nearest escape and rescue route, or rooms that can only be entered or left via another separate room (trapped rooms), an emergency exit leading directly into the open air (window opening at least 60 x 100 cm, parapet height maximum 110 cm, unguarded and openable from the inside without any aids) must be provided in each of these rooms. If the recreation rooms, which do not have a visual connection in escape direction to the nearest escape route, or the trapped rooms are not at ground level, a staircase leading to the open air shall be provided from each of these rooms instead of an emergency exit leading to the open air. Captive rooms must not be recreation rooms. Otherwise, captive rooms may only be separated from the respective usage unit by glass walls so that a room is visually preserved.

All exits required are to be identified with **signs** pursuant to BGV A8, ISO 7010 and AS R A1. 3. Rescue route identification must be clearly visible. Illumination or backlighting of the escape route markings is required. The lighting or backlighting can be based on the single battery system.

The size of any sign required depends on the distance from which it is to be seen

For distances up to (DIN 4844-1:2005-05)	Type	Sign size in mm a x b (DIN 825:2004-12)
15 m	internally lit illuminated	74 mm x 148 mm 148 mm x 297 mm
30 m	internally lit illuminated	148 mm x 297 mm 297 mm x 594 mm

In each stand area (tent, container) and other facilities, there should be at least one **water-based fire extinguisher** (content: min. 9 l) at each exit point, one carbon-dioxide extinguisher (content: min. 5 kg) in kitchen areas, and one **fat-fire extinguisher** (content: min. 6 l) in accordance with EN 3 or DIN 14406 in areas where deep-fat fryers are operated. **Powder extinguishers** may only be used (e.g. heating systems) after approval by Messe München GmbH, OpenMesseService (OMS).

The locations of the fire extinguishers are – if not clearly identifiable – to be marked with safety signs pursuant to ISO 7010, sign F01 (or comparable signs). Fire extinguishers must be checked by a specialist at least every two years.

To ensure a clear allocation of the fire extinguishers within the stand area, they must be marked by the exhibitor with *IAA Mobility 2021, stand number and name of the exhibitor*.

Depending on the type, size and design of the stand structure, it may be necessary to install **safety lighting** separate from the main lighting network that guarantees sufficient illumination of the escape routes to the safe outside should the main lighting fail. It may be operated in the form of an individual battery system. A certificate issued by a specialist confirming that the system has no defects must be available for presentation at the request of Messe München GmbH or the relevant authority for acceptance.

Doors located along escape routes, leading from rooms or fenced off areas must open in the direction of escape, be easy to open from the inside along their complete width, and may not block the aisles when open.

Two-winged door facilities must be capable of being opened easily with a single movement from the inside (in the direction of escape) and to their full width. Should two-winged doors be arranged adjacent to each other, suitable blocking or immobilizing systems must be used to prevent the door wings from opening wide into the clearance width of the adjacent door. In such cases, no door wing may exceed a 90° position in its opened state.

The use of swing doors, revolving doors and any other access blocks with power operation on escape routes is only possible with verifiable building inspectorate approval (abZ). Swing doors on escape routes must be fitted with a device preventing them from swinging back and forth.

Rotating doors and turnstiles operated manually are only permissible if they are equipped with a mechanical device ensuring that they open easily from the inside to their full width in case of danger.

Rotating doors and turnstiles operated manually are only permissible if they are equipped with a mechanical device ensuring that they open easily from the inside to their full width in case of danger.

Moreover, automatic or electrically operated **sliding door facilities** are permissible insofar as valid general building inspectorate approval pursuant to AutSchR (Guideline for automatic sliding doors on escape routes) is available for presentation, the onsite installation complies fully with the approval, and the escape routes are not compromised by the sliding door installation.

Tensators/barriers may only be used in escape routes if they are suitable. Suitable are those that open under horizontal pressure without any major resistance or time delay and can be rolled up or removed automatically (e.g. magnetic holder, panic lock).

Prior to the start of the event-related use in an enclosed stand structure or pavilion, the entire stand and exhibitor personnel in attendance for the duration of the event are to be informed of the existing fire protection and safety facilities as well as of the general rules of conduct in case of an alarm or emergency on the basis of the fire protection code (parts A+B) that has been drawn up. This instruction should encompass notably all specifications and regulations concerning:

- general fire safety and safety provisions at the exhibition center (alarm and emergency numbers)
- alarm facilities (internal smoke alarms, acoustic signals)
- fire extinguishers (location and how to use)
- escape and rescue routes (constant monitoring of cleared and open state during the event period)
- special evacuation tasks (e.g. for any disabled persons and/ or wheelchair users present)

Compliance with this staff instruction is to be documented and available for presentation to OMS on request at the start of the event-related use. The manager responsible (or the exhibitor's representative(s) present on site) should be indicated by name in this, together with telephone contact details.

The corresponding Form 1.2 Preventive fire safety provides information on the fire safety measures and, on the plant, and equipment that has to be reported to and approved by the Munich Municipal Fire Department.

3.7 Multi-story construction

Multi-story construction is basically possible. An individual examination is required.

3.8 Platforms, balustrades, stairs and bridges

All general walkways directly 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.

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

Static load verification is to be provided for platforms with a height of 0.50 m and more. The platform floor must be designed to comply with DIN EN 1991-1-1 (2010) in conjunction with DIN EN 1991-1-1/ NA (2010) Table 6.1DE Category C1 or C3 depending on the specific use made of it. This equates to a working load of $q_k = 3 \text{ kN/m}^2$ for cafés and reception areas; for areas where a large number of persons gather, 5 kN/m^2 applies.

Stairways and bridges must comply with the relevant accident prevention regulations.

Stairs must always be designed for a payload of 5.0 kN/m². For parapets and railings, 1 kN/m must be applied at the height of the rail. Proof must be provided that the ground pressure of the supports does not exceed the permissible ground pressure, see important place information.

Spiral or spiral staircases are not permitted in escape routes. The height of the stair step must not exceed 0.19 m, the tread depth must not be less than 0.26 m.

The width of the escape routes (exits, stairs, corridors) must be dimensioned according to the largest possible number of people who are dependent on the escape routes in the event of an incident. Stairs require a minimum clear width of 1 m.

In the case of multi-storey stand constructions in the open air, each usage unit on each floor must have at least two independent escape routes. An exit into the open air must be accessible from each location at a maximum distance of 30 m.

For each floor, at least one exit to the outside must be arranged or designed in such a way that it can be used safely as an escape route (own staircase or outside staircase). All staircases must be designed in accordance with DIN 18065. In the area of and under staircases without risers, no storage or shelves may be installed.

Handrails must be non-slip and must be made endless. Two handrails are to be installed for stair widths of more than 1 m.

Guardrails shall be provided with baseboards of at least 0.05 m in height and shall be constructed by knee rails, grids, solid fillings or other suitable means to prevent persons from falling through. In order to exclude the possibility of objects (e.g. glasses) being placed on the floor and the risk of falling, handrails or upper hatch closures must be designed accordingly, e.g. round or semicircular.

Should a downward stairway be located on the outside, a threshold-free descent landing must be fitted between the escape door (with the minimum width of a door wing) and the stairway leading downwards.

To enable people with disabilities to enter the ground-floor presentation areas without assistance, attention should be paid to the aspect of barrier-free access during stand development.

3.9 Stand stability and load assumptions for structural analyses

All stand structures and exhibits are to be erected securely. The exhibitor is responsible for the load-bearing capacity and stability of these facilities; the local specifics (ground load capacity, wind and snow-load assumptions) are to be observed.

All event-related stand structures in the outdoor exhibition area are considered to be procedure-free, temporarily erected, structural facilities pursuant to BayBO (Bavarian Building Directive), and, at the same time, as so-called special structures, in some cases with a use similar to places of assembly or temporary structures defined according to the type of construction within the event location.

Such special structures must therefore meet the requirements set out in the valid public provisions pursuant to BayBO as well as notably the following directives, guidelines and rules in the version valid at the time:

- FIBauR - Guideline for the Construction and Operation of Temporary Structures
- VStättV - Directive for the Construction and Operation of Places of Assembly
- DIN EN 13 782*) - Temporary Structures - Tents
- DIN EN 13 814*) - Temporary Structures and Facilities for Event Sites
- *) for the former DIN 4112 - Temporary Structures; Technical Construction Regulations for Design and Execution

In individual cases, stand structures in the outdoor exhibition area can be subjected to further special requirements on the basis of the aforementioned directives and rules in order to meet and secure event-related protection goals. In the same way, requirements can be eased insofar as compliance with regulations is not required due to the special nature or event-related use of a stand construction facility in the IAA Open Space.

Depending on the infrastructure to be installed, clearance of 0.5 m is to be maintained behind fixed installations to the rear-side boundary to adjacent stands at the request of the Open MesseService of Messe München GmbH. Care should be taken of all existing utility lines, distribution boxes, etc. when carrying out setup work. They must be accessible at all times even if they are located within individual stand areas.

Structurally supporting anchorages and ties to any necessary ballast weights relevant for stand safety or for securing freestanding pole or advertising installations must be made of nonflammable materials. This applies notably to the ballast points of temporary structures such as stage roofing and tent constructions.

3.10 Glass

For load-bearing structures made of glass (in accessible floors, ceilings, exterior facades and/or parapets) in stand constructions / event areas on the open-air site, the requirements and specifications of the Technical Building Regulations (DIN) and standards (in the currently valid version) shall apply exclusively::

- DIN 18008-1: Glass in Building - Design and construction rules, Part 1: Terms and general bases (2010-12)
- DIN 18008-2: Glass in Building - Design and construction rules, Part 2: Linearly supported vertical glazings (2010-12)
- DIN 18008-3 Glass in Building - Design and construction rules, Part 3: Point-fixed glazing (2013-07)
- DIN 18008-4: Glass in Building - Design and construction rules, Part 4: Additional requirements for barrier glazing (2013-07)
- DIN 180085: Glass in Building - Design and construction rules, Part 5: Additional requirements for walk-on glazing (2013-07)
- DIN 180086: Glass in Building - Design and construction rules, Part 6: Additional requirements for walk-on glazing in case of maintenance procedures and for fall-through glazing (2013-07)

On the basis of the above-mentioned building regulations / sets of rules, all glass constructions are to be used according to the planned purposes, as

- vertical glazing, safety barrier glass if applicable
- overhead glazing
- walk-on glazing

require auditable structural verification and rule-compliant execution on the basis of the aforementioned construction rules and regulations.

3.11 Warning due to severe weather

The stand operator is obliged to observe the weather forecasts and, in the event of severe weather warnings, to take the necessary safety measures, including dismantling or stopping operations. In addition, the organizer will issue a general severe weather warning to the stand operators.

In the case of expected severe weather events with forecast of

- wind gusts > 13 m/s (wind strength > 7 Bft. - including in single gusts)
- severe storms in conjunction with wind gusts, heavy rain or hail
- heavy rain > 20 l/m² in an hour

a general severe weather warning will be issued by the organizer to all exhibitors with stand constructions in the IAA Open Space.

Thereafter, exhibitors with wind load-reduced stand structure facilities or temporary structures are asked immediately to undertake all measures to discontinue operations. The necessary measures are to be defined in a site-related manner in accordance with any execution approval that may have been issued or contained in the stipulations and test report issued by Messe München GmbH's structural engineering inspector.

In case of mobile facilities (such as small exhibits, furniture, sunshades, small promotional displays, etc.), the exhibitor must ensure that the latter are dismantled and stowed away without delay at any time should such a severe weather warning be issued. Appropriate storage facilities must be available at the stand. In addition, the stand and all installations and super-structures must be secured daily after the end of the fair against possible hazards due to bad weather.

For the direct severe weather warning of the exhibitors, the OMS (OpenMesseService) has to be notified in the application or at the latest with the beginning of the stand setup period of one or more relevant persons with technical responsibility – to be identified by name and with their mobile phone numbers – who will be in the stand or the event area during the setup and dismantling periods and during the event itself and are capable of initiating and executing the necessary operation discontinuation measures without delay.

The instructions issued by the security and public order personnel and the organizer's staff are to be followed in all cases without delay.

3.12 Lightning protection

Structural facilities and exhibits in the IAA Open Space area must be equipped with an effective lightning protection system if a risk assessment states that lightning can strike easily or could have serious consequences due to the location, design or use (BayBo section 44).

All temporary stand structures and exhibits in the IAA Open Space area more than 12 m in height are therefore to be equipped with a lightning protection system for the protection of exhibitors, employees and visitors following consultation with Messe München GmbH and the specialists appointed by it. The design of the system is to be coordinated with the aforementioned in advance and in good time.

After the installation of the lightning protection system in accordance with DIN EN 62305, appropriate certificates issued by a specialist confirming that the lightning protection system is free of defects and effective over the long term (SprüfV) are to be kept available for presentation on request. Messe München GmbH and the specialists it appoints reserve the right in justified cases to also demand the installation of a lightning protection system in accordance with DIN EN 62305 for stand structures and exhibits less than 12 m in height.

3.13 Wind loads

All stand structures in the IAA Open Space must generally be designed to withstand any wind loads occurring pursuant to DIN EN 199114 while taking account of the site-related wind zone.

As such, regular wind pressure and suction loads on supporting roofs and outer walls/areas are to be given due consideration for all stand structures in the IAA Open Space. Based on the suburban location of the exhibition center (site height: < 600 m above sea level), the following site-related key indicators and simplified velocity pressures shall be taken into account:

Munich: Wind Zone 2 (inland)

- mean wind velocity: $v_{b,0} = 25.0 \text{ m/s}$
- related velocity pressure: $q_{b,0} = 0.39 \text{ kN/m}^2 (< 28 \text{ m/s})$

Simplified gust velocity pressure for:

- stand construction height up to 10 m: $q = 0.65 \text{ kN/m}^2 (\rightarrow > 30 \text{ m/s})$
- stand construction height > 10 – 18 m: $q = 0.80 \text{ kN/m}^2$
- stand construction height > 18 – 25 m: $q = 0.90 \text{ kN/m}^2$

The IAA Open Space is to be classed in site category III (suburbs).

Pursuant to DIN EN 199114, NA.B.5, a reduction in the velocity pressure determined as a temporary state without any safety measures is admissible for temporary stand construction facilities as follows:

– $q_{red} = 0.7^*) \times 0.65 = 0.46 \text{ kN/m}^2 (\text{approx. } 28 \text{ m/s})$

*) NOTE (from the aforementioned DIN EN 1991-NA.B.5 Section 4):

This reduction in the calculated velocity pressure based on table NA.B.5 applies to the verification of unsecured constructions. Its application presupposes that the weather situation is observed with sufficient accuracy, storm warnings are obtained from a qualified weather service if applicable, and suitable safety measures can be concluded in good time prior to any imminent storm.

By way of illustration, the aforementioned dynamic pressure values [q] to be taken into account can be attributed approximately to the following causal wind velocities:

Stand construction height up to	Dynamic pressure (WZ 2)	Mean wind velocity (at 20° C air temperature)	
	in kN/m ²	in m/s	in km/h
q _{red}	0.46	approx. 23.0	approx. 83
10 m	0.65	approx. 30.0	approx. 108
18 m	0.8	approx. 35.5	approx. 128
25 m	0.9	approx. 40.0	approx. 144

Discontinuation of operations is required for regular temporary structures from a wind velocity of 15 m/s (also in individual gusts).

3.14 Wind loads for temporary structures

For temporary structures subject to type approval pursuant to section 72 BayBO, the relevant inspection or construction log (original) with valid type approval – including audited stand safety verification and test reports – is required. For temporary structures requiring no type approval pursuant to section 72 BayBO, audited or auditable stand safety verification must be submitted to the OMS of Messe München GmbH for approval.

For further information and advice, the appointed structural engineers of Messe München GmbH may be contacted.

Deviations from the above are possible in justified individual cases, whereby precise verification thereof is required. Messe München GmbH reserves the right in justified cases to have stand safety checked on site by its structural engineering inspector subject to payment of a charge.

3.15 Kitchens & Catering

For the installation and operation of beverage dispensing systems at 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 and Notification of Intention to Serve Food and Beverages* in the order forms for Exhibitor Services.

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 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.

If liquid gas is used for cooking purposes, a maximum of two compressed gas cylinders with a content of up to 11 kg per stand may be set up after approval by the OpenMesseService (OMS). The liquefied gas cylinder in use must be protected against access by unauthorized persons and against heating by storing it in a metal cabinet (yellow label with black "G") with floor ventilation, which is closed on all sides and labelled.

Please note the [information of the Munich fire department regarding the installation of liquid gas systems at events](#).

3.16 Passenger elevators and dumb waiters

If passenger elevators or dumb waiters are to be operated, they must bear a CE mark and a declaration of conformity. Before they may be operated, they must be inspected by an authorized person, and an inspection certificate must be submitted. Furthermore, the operating instructions must be available, and staff must have been instructed in their use. The staff members of Messe München's OpenMesseService (OMS) are the persons in charge.

3.17 Floor loading

Information will follow shortly in the *Important location information*.

3.18 Floor protection

For the protection of the existing historical floor, an individual floor protection concept must be drawn up for each stand area and coordinated between the exhibitors and the OpenMesseService (OMS). Insofar as a protective construction measure is required, it shall be implemented exclusively by Messe München GmbH. The costs shall be charged to the exhibitors proportionally in accordance with the particular stand sizes.

3.19 Disruption of the building structure

Floor anchoring devices (e.g. ground pegs) and earthworks are not permitted in the entire IAA Open Space.

4. Technical Services in the Open Space

4.1 Supply connections in the stand areas

All exhibition areas have connections for electric power, water and internet access. These services are supplied to the stand areas starting at the onsite connection points.

4.2 Electrical installations

The value of the maximum available electric power supply per m² of exhibition space can be found in the *Important Location Information*.

Electrical installations from the onsite connection points 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, the master fuse and, if applicable, the master switch and electricity meter. The OpenMesseService (OMS) reserves the right to restrict the electrical connections to one basic connection per stand for reasons of safety.

The use of fuel-driven generators is generally not permitted. The use of other generators requires the prior written consent of the OMS.

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, an exhibitor is 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 main electrical connection is mandatory for the order of 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 without being asked to do so by same, in such a way that the above requirement is met.

The placement of electrical installations must be planned individually and will be carried out exclusively above ground. Messe München GmbH is entitled to run electrical lines and connections serving neighbouring stands through the stands of other exhibitors. 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.

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

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.

All electrical installations must be fitted in compliance with the latest safety regulations issued by the German Association of Electrical Engineers (VDE), whereby special attention should be given to VDE 0100-718, 0128 and IEC Norm 60364-7-711. The ratio of high or low-frequency interference transmitted to the mains may not exceed the levels specified in VDE 0160, VDE 0838 (EN 50 006) and EN 61 000-2-4.

Conductive components must be included in the precautions intended to prevent indirect contact (stand earthing). The regulations set out in the Notice “Electrical Installation on Exhibition Stands” require compliance.

In the interests of sustainability at the IAA, electric power consumption (e.g. for LED screens, servers, electrical devices, etc.) outside of opening times must be reduced to the minimal required amount.

4.3 Water and wastewater facilities and water attractions

Hydrants and their signage must be kept free and accessible at all times from superstructures or storage facilities. The use of municipal hydrants is the sole responsibility of the contractual partner of Messe München GmbH.

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 or wastewater connection is ruled out.

At the connection point, the water quality complies with the Drinking Water Ordinance.

Before and during the event, the representatives of the authorities must be informed at all times of the withdrawal. The aim of the project is to enable the analysis of water samples for the detection/exclusion of health-relevant impairments of the drinking water transported in the private connection pipes. The costs of sampling and testing shall be borne by the respective subscriber.

Water and wastewater facilities from the onsite connection point 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 event location apart from their co-exhibitors with such water as is supplied to them by Messe München GmbH. This applies particularly to neighboring stands.

A ground plan indicating the required position of the main electrical connection is mandatory for the order of exhibitor services.

The exhibitor is responsible for ensuring that the water and wastewater installation is able to cater for all items on the stand requiring water and wastewater facilities such that they can all operate simultaneously. Should Messe München GmbH determine that the water and 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 and 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 and wastewater piping in the IAA Open Space will be laid exclusively above ground. Messe München GmbH is entitled to run water and sewage pipes and connections serving neighbouring stands through the exhibitor's stand. The pipes must be laid in a way that is safe for traffic. The exhibitor shall bear the costs.

Wastewater polluted with chemicals may not be fed into the sewage system.

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

Plumbing facilities (water and 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 and EU requirements and accepted technical practice. The continuing connecting parts are to be laid and secured in such a way that no harmful effects can occur due to water stagnation, sucking back and pressing back at the extraction point. When laying the lines, it must also be ensured that they are protected against strong sunlight, contamination through direct contact with the ground and destruction through vandalism.

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.

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.

Due to the nature of the terrain it may be necessary to use a lifting system.

In cases where water is used on the stand, e.g. for ponds and fountains or for a water wall, air humidifier or other spray systems, perfectly hygienic conditions must be guaranteed at all times. Verification of compliance is to be presented at the request of the organizer.

4.4 Heating and air conditioning

The use of pressure and/or liquid gas as well as systems operated with fossil fuels for heating purposes is not permitted.

The operation of heating systems / heating devices with suitable oil firing systems for stand constructions can be provided for in agreement with Messe München GmbH. Systems, including their tank containers, are always subject to approval and are subject to special safety and protection requirements.

The operation of heating installations and heating equipment with suitable oil-fired systems for stand structures is possible with the consent of Messe München GmbH. Such installations including the associated tanks require approval in all cases and are subject to special safety and security requirements. The technical documents for the heating installation and heating equipment and tanks (with spillage collectors if applicable) are to be submitted as part of the approval procedure together with details of the external, inaccessibly enclosed installation site and planned fueling and safety measures. The manufacturer's setup and operation regulations require compliance. Insofar as fireplaces or heating oil tanks are located on the stand, they are to be equipped with at least fire-retardant screening (walls, ceilings, doors, air inlets and outlets). Heating systems under required stairs shall be additionally enclosed to be smoke-proof. The heating installation is to be protected from unauthorized access. No flammable materials may be stored within a radius of 5 m of the fireplace concerned (cf. FIBauR). Heating installations and fireplaces generally require the approval of the Munich Municipal Fire Department.

Electric heating and air conditioning installations are permissible on stands but must be fixed immovably in place and have cabling secured with fasteners. Radiator parts that glow may not be openly accessible. The rear and side parts of radiant heaters and fan heaters must be located at least 1 m away from walls and flammable items. Radiant heaters must be located at least 3 m away from items made of flammable materials in the direction of radiation.

4.5 Communication equipment

Internet connections will be available at all stand areas and can be ordered via Messe München GmbH. Details on bandwidths are still to be defined.

All necessary connections shall be provided exclusively by Messe München. Installation work at the stand may be carried out by the exhibitor's own specialized personnel; the applicable regulations must be complied with.

A ground plan indicating the required position of the main electrical connection is mandatory for the order of exhibitor services

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

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

5. Product Presentation in the Open Space

Advertising is permitted only within the rented stand area and must not result in any obstructions or hindrances in aisles, for adjacent stands or local residents. The organizer may impose conditions on the type and duration of any campaigns or activities. He may prohibit them if the exhibitor does not comply with the conditions imposed or specified.

Individual conditions set for the individual locations can be found in the *Important Location Information*.

Conditions set for sale of products, cf. Sections 1.9 and 1.10.

5.1 Prohibition of product and brand piracy

The exhibiting or offering of products based on brand or product piracy is not allowed at the IAA. Exhibitors or other organizations whose rights have been infringed upon may take action through the courts, the customs and the police to protect these rights. If product piracy is confirmed, the organizer may order removal of the objects exhibited or closure of the stand.

Further information will be available in the notice *Protection against Plagiarism* on iaa.de from spring 2021 onward.

5.2 Shows and presentations

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, or drown out the public address system.

The use of **pyrotechnics and laser systems** must be notified in writing to the Open-MesseService (OMS) at least 4 weeks before the start of set-up and requires its approval.

The use of **show fog and haze** must be approved by the organizer. The operation of neighbouring stands may not be impaired by the use of fog machines. If necessary, the written consent of the neighboring stands must be obtained.

Explosive materials as defined by the Law on Explosives and Munitions as defined by the Law on Weapons may not be exhibited or used during the event.

Raffles and lotteries may be carried out only with the approval of the organizer.

Contact:

Kathrin Erdmann (VDA)

Phone.: +49 30 89 78 42 203

E-mail: kathrin.erdmann@vda.de

5.3 Acoustic performances

All demonstrations, acoustic advertising and the putting into operation of machinery and equipment require the prior written consent of Messe München GmbH and must be carried out in such a way that neighboring exhibitors, local tradespeople, etc. are not disturbed. Messe München GmbH is entitled to prohibit demonstrations, even if they have been previously approved, if they result in a considerable hazard or impairment of the trade fair (e.g. as a result of noise). Furthermore, official regulations are to be observed.

The volume of performances - measured at the boundaries of the stand - must not exceed the ambient noise level by more than 10 dB(A) and must not exceed the peak level of 70 dB(A) under any circumstances. The lower value is applicable in each case. This also applies to evening events.

Musical performances are chargeable and must be reported to the German Copyright Society "GEMA".

Contact:

GEMA

Phone: +49 30 588 58 999

E-mail: kontakt@gema.de

Website: www.gema.de/en/music-users/

5.4 Exhibition of motor vehicles

The focus is on presentations and discussions of innovative and sustainable mobility concepts. The presentations clearly focus on future technologies and emission-free drive systems. To the extent that the technical development of completely emission-free drive technologies is not yet fully developed and is not yet ready for the market, show cars and concept cars as well as, to a lesser extent, modern low-emission drives with new filter technologies can be presented.

Temporary charging procedures for e-vehicles are allowed during the event if certain requirements are met. The power requirement must be integrated into the total stand consumption. DIN VDE 0100-722 and VDS Guideline 3471 must be observed and implemented (even in case of dummy operation).

Stands and exhibits are protected by a 30 mA residual current device TYPE A from the stand distribution board. Wall boxes must always be additionally protected with at least residual current protection devices TYPE A+6mA 30 mA or TYPE B 30 mA. It is not allowed to connect a residual current circuit breaker TYPE B in series with a residual current circuit breaker TYPE A. All systems must be switched off after the end of the exhibition.

Exhibited cars must be provided with an A4 label showing their fuel consumption and CO2 emissions. This label must be either attached to the vehicle or placed directly next to it. Content and format of the label are laid down by law and have to be created independently by the exhibitor.

The exhibitor is obliged to maintain a sufficient number of copies of the brochure *Guideline for fuel consumption, CO2 emissions and power consumption* of vehicles available. It can be ordered at www.dat.de and must be handed out free of charge to visitors on demand.

The "Pkw-Energieverbrauchs-kennzeichnungsverordnung" [Car Energy Consumption Labeling Ordinance] dated May 28, 2004 (Germany's Civil Code Part I 2000, page 1037 ff) as well as the provisions of the Bundesimmissionsschutzgesetz [Law Concerning the Protection against Harmful Effects on the Environment] must be observed.

6. Logistics, Traffic, Setup and Dismantling in the Open Space

6.1 Setup period

Setup will start on Thursday, September 2, 2021, 6:00 a.m. and will end on Monday, September 6, 2021, 10:00 p.m. During this period, assembly is possible daily from 6:00-22:00.

All stands must be completed and furnished by the time the construction work is completed. Packaging waste must be removed.

6.2 Beginning of setup – takeover of the stand area

The exhibitor is obliged to agree on a date for handing-over the stand area with the particular Site Manager at least 14 days before the beginning of setup.

The exhibition areas will be measured off on the floor of the IAA Open Space by Messe München GmbH and the corners will be marked. Each exhibitor is obliged, according to the stand allocation, to examine the position and size of any installations, conditions in the stand area, supply lines, distributor cabinets, etc. on his own responsibility and to report this to the stand builder if necessary. The boundaries of the rented area are to be observed in all cases. The exhibitor must make sure that no object within the rented area protrudes beyond the boundaries of the area.

At the time of stand registration or by the start of the stand setup period at the latest, one or more relevant persons with technical responsibility shall be appointed and his or her name and mobile phone numbers shall be given to the organizer. This person or persons shall be in the stand or event area during the setup, dismantling and event periods and shall be capable of initiating and executing the necessary operation or discontinuation measures without delay.

6.3 Working in the Open Space

The exhibitor and if applicable the firms hired by the exhibitor shall guarantee operational safety and compliance with occupational health & safety, social law and accident prevention regulations for all work carried out in the rented stand areas. In particular, the regulations resulting from the social insurance obligation applying – among others – to people with part-time jobs (reporting obligation, social security card) shall be observed.

The Site Manager must be notified in advance of any work that poses a fire hazard, e.g. welding, cutting, soldering, separating or grinding.

6.4 Damages

In case an exhibitor or a commissioned company causes damage to buildings or equipment in the IAA Open Space, the relevant Site Manager has to be informed immediately.

6.5 Dismantling period

Dismantling will be possible starting on Sunday, September 12, 2021 in the evening and will end on Wednesday, September 15, 2021 at 10:00 p.m. During this period, assembly is possible daily from 6:00-22:00.

In some exhibition areas certain individual sub-areas will have to be cleared earlier during the dismantling period. Exhibitors in the corresponding areas will be notified within the scope of stand confirmation.

No exhibition stand may be dismantled before the official start of dismantling. An extension of the dismantling period is also not permitted.

6.6 End of dismantling and return of the stand area

All exhibition areas are to be handed over to Messe München GmbH before the stipulated dismantling deadline. For this purpose the areas are to be reported to the OpenMesseService (OMS) for inspection of the stand area. Any necessary maintenance work will be carried out exclusively by Messe München GmbH and charged to the exhibitor.

6.7 Logistic handling

Information will be provided at a later date.

6.8 Handling of empties

Information will be provided at a later date.

6.9 Traffic and access to the Open Space

Information will be provided at a later date.

6.10 Traffic regulations and escape routes

Roads and vehicle access areas may not be blocked by stand structures or other items at any time including stand setup and dismantling periods. As fire service access routes (section 31 VStättV, section 22 VVB), they are to be kept clear at all times across their entire width. Hydrants, emergency telephones and other safety facilities must be freely accessible and visible at all times; they may not be blocked, built around or modified.

6.11 Parking facilities during the event

No parking spots will be available near the Open Space during setup and dismantling or during the event itself.

6.12 Interface to the IAA Blue Lane

Information will be provided at a later date.

7. Miscellaneous

7.1 Hygiene and Covid-19

The statutory corona protection regulations valid at the time of the IAA 2021 as well as the hygiene concept of the IAA and the City of Munich apply to the exhibition areas in the Open Space. The associated necessary measures will be communicated to all exhibitors in due time.

The costs for the implementation of the currently valid legal Covid-19 protection regulations and the hygiene concept of the IAA and the City of Munich on the exhibition stand are to be borne by the exhibitor. This also applies to comparable regulations that come into force due to other pandemic developments.

7.2 General

Unless otherwise specified in these Organizational & Technical Guidelines, the Technical Guidelines of Messe München GmbH apply.