

## IAA Mobility I Fairground

Munich, September 7-12, 2021

### Organizational and Technical Regulations

*Pre-release version / As of October 2020*

These *Organizational and Technical Regulations* provide important information for the organization, planning and handling of the presentations at the IAA Mobility 2021. The German version is binding.

This preliminary version contains both the *Technical Guidelines* of Messe München GmbH and some specific information on the IAA Mobility. In case of deviations, the IAA-specific statements apply.

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 at <https://www.iaa.de/en/cars/for-exhibitors>.

#### 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)  
Behrenstr.35  
10117 Berlin  
Phone: +49 30 897842 0  
E-mail: [info@vda.de](mailto:info@vda.de)  
Website: [www.vda.de](http://www.vda.de)

Messe München GmbH  
Messegelände  
81823 München  
Phone: +49 89 949 20720  
E-mail: [info@messe-muenchen.de](mailto:info@messe-muenchen.de)  
Website: [www.messe-muenchen.de](http://www.messe-muenchen.de)

### **Project Management IAA**

Jan Heckmann (VDA)  
Phone: +49 30 897842 200  
E-mail: [jan.heckmann@vda.de](mailto:jan.heckmann@vda.de)

Christine von Breitenbuch (Messe München GmbH)  
Phone: +49 89 949 20620  
E-mail: [christine.von-breitenbuch@messe-muenchen.de](mailto:christine.von-breitenbuch@messe-muenchen.de)

### **General Organization Fairground**

Jessica Delvos (VDA)  
Phone: +49 30 897842 210  
E-mail: [jessica.delvos@vda.de](mailto:jessica.delvos@vda.de)

Isabella Bayer (Messe München GmbH)  
Phone: +49 89 949 20543  
E-mail: [isabella.bayer@messe-muenchen.de](mailto:isabella.bayer@messe-muenchen.de)

### **IAA Conference**

Klaus Vartzbed (VDA)  
Phone: +49 30 897842 205  
E-mail: [klaus.vartzbed@vda.de](mailto:klaus.vartzbed@vda.de)

Isabella Bayer (Messe München GmbH)  
Phone: +49 89 949 20543  
E-mail: [isabella.bayer@messe-muenchen.de](mailto:isabella.bayer@messe-muenchen.de)

### **Exhibitor Services**

Stephanie Gläßer (VDA)  
Phone: +49 30 897842 202  
E-mail: [stephanie.glaesser@vda.de](mailto:stephanie.glaesser@vda.de)

### **Exhibition Planning Fairground**

(Stand allocation and stand design)  
Anna Fletcher (VDA)  
Phone: +49 30 8978 42 204  
E-mail: [anna.fletcher@vda.de](mailto:anna.fletcher@vda.de)

## **Assistance**

Heike Rotter (VDA)

Phone: +49 30 897842 202

E-mail: [heike.rotter@vda.de](mailto:heike.rotter@vda.de)

## **Business Development / Sales**

Stephan Reinders (VDA)

Phone: +49 30 897842 207

E-mail: [Stephan.Reinders@vda.de](mailto:Stephan.Reinders@vda.de)

Daniela Steiner (Messe München GmbH)

Phone: +49 89 949 20563

E-mail: [Daniela.Steiner@messe-muenchen.de](mailto:Daniela.Steiner@messe-muenchen.de)

## **1.3 Venue**

Messe München GmbH

Messegelände

81823 München

## **1.4 Dates / Opening Hours Fairground**

### **Setup**

August 27- September 5, 2021

further details in section 6.

Logistics, Traffic, Setup and Dismantling

### **Event**

September 6, 2021 (Press Day)

opening times will be announced soon

September 7-12, 2021

opening times will be announced soon

### **Abbau**

September 12-16, 2021

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 on the fairground**

Minimum size 25 m<sup>2</sup> / Maximum size 2,000 m<sup>2</sup> per exhibitor or brand

### **In the halls**

Basic charges 250 €/m<sup>2</sup>

Supplementary charges

Corner stand (open on 2 sides) + 20 %

Peninsula stand (open on 3 sides) + 30 %

Island stand (open on 4 sides ) + 40 %

### **Outdoor areas**

98 €/m<sup>2</sup>

**Outdoor areas between halls** (limited availability in coordination with the organizer)

120 €/m<sup>2</sup>

Additional booth level(s): 30% of the m<sup>2</sup> price for stand rental on ground level  
(incl. supplementary charges for open sides)

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.

Contact:

Heike Rotter (VDA)

Phone: +49 30 897842 202

E-mail: [Heike.Rotter@vda.de](mailto:Heike.Rotter@vda.de)

## **1.10 Fahrzeugverkauf**

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 on the fairground

### 2.1 Planning and stand confirmation

With the activation of the IAA online registration portal, the organizer starts planning the hall layout.

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%.

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.

Contact:

Anna Fletcher (VDA)

Phone: +49 30 89 78 42 204

E-mail: [anna.fletcher@vda.de](mailto:anna.fletcher@vda.de)

### 2.2 Standbaugenehmigung

For all stand areas larger than 50 m<sup>2</sup> in the halls as well as for all stand constructions with a height of more than 3.0 m, all stand constructions in the open air and stand areas with multi-storey buildings as well as with special constructions, a stand design must be submitted to the organizer for examination and approval.

**Special constructions** are e.g. superstructures and exhibits over 4 m, closed ceilings, platforms and stages higher than 20 cm, moving components (e.g. turntables), glass constructions, standing-suspended constructions, LED walls, scene areas, cinema and show rooms, show trucks or flying constructions.

**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](mailto:stand@iaa.de)

The subject line must contain:

IAA Mobility 2021, hall/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:

#### **For single-story stand buildings:**

- **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

## **For two-story stand buildings, buildings in the outdoor area and special constructions:**

- **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. Calculations submitted unchecked will be checked by Messe München GmbH for a fee. 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.

### **2.3 Exhibitor services on the fairground**

All service can be ordered online through the Exhibitor Shop. The access data will probably be sent by e-mail in May 2021 by 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.

Further information will follow 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 (TAS).

Further information will be provided at a later date.

## **2.9 Additional rooms and spaces on the fairground**

Information will be provided at a later date.

## **2.10 Support staff and services**

Information will be provided at a later date.

## **2.11 Serviceeinrichtungen on the fairground**

Informationen folgen zu einem späteren Zeitpunkt.

## **2.12 Waste management on the fairground**

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 € 6/m<sup>2</sup> 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.

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 Messe München GmbH (TAS) 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.

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.

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

Disposable tableware should be avoided for catering. Beverages should be procured in reusable containers as far as possible. If, however, disposable crockery is used in individual cases, only materials that rot without affecting the groundwater or that can be incinerated in waste incineration plants without leaving environmentally harmful residues may be used.

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

## 3. Planning of the Presentation on the fairground

### 3.1 Contacts

#### **Exhibition planning** (Stand allocation and design)

Anna Fletcher (VDA)

Phone: +49 30 89 78 42 204

E-mail: [anna.fletcher@vda.de](mailto:anna.fletcher@vda.de)

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

Technical Exhibitor Service (TAS) (Messe München GmbH)

E-mail: [tas.iaa@messe-muenchen.de](mailto:tas.iaa@messe-muenchen.de)

Information on the contact persons in the individual halls will follow at a later date.

### 3.2 Concept and design of the presentation

The equipment and design of the stand and the necessary construction is the responsibility of the exhibitor.

The **stand design** is as open as possible and focuses on conveying the main points of the content.

In terms of sustainability, the stand construction should use mainly recyclable and/or reusable materials.

Certified CO<sub>2</sub>-neutral presentations are desirable. More detailed information will follow at a later date.

The **minimum equipment of the stands** consists of floor covering, back wall and lighting.

Stand construction at boundaries along hall aisles shall be as transparent as possible. At least 50% of the frontage along the aisles has to be open. Walls may be built directly at the open stand boundaries, provided that they are no longer than 50% of the stand side length and no longer than 10 meters at a stretch. In addition they have to be designed in an attractive way with graphics, niches, display cases or displays.

**Maximum construction and advertising height** in the halls is uniformly 7.50 m.



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.

**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.

**Stand walls** are obligatory at the closed stand sides and must be at least 2.50 meters high. The maximum height allowed can be taken from the table on page 23. It is recommended to co-ordinate the heights of the partition walls with the neighbors. Protruding partition walls must be kept smooth, neutral, white and clean.

**Supply shafts and ducts** in the hall floor must remain accessible if necessary. The location of the supply ducts and, if applicable, the information on accessibility are shown in the detailed plans which the exhibitor receives with the stand confirmation.

**Trusses for lighting** may be suspended from the hall ceiling or mounted on pillars. Exhibitors are free to choose the heights of trusses and attached banners up to the maximum height permitted in the hall. The minimum height for the bottom edge is 3.0 meters clearance.

**Exhibits** and construction elements must not exceed the stand boundaries. This also applies to lights.

**Flagpoles** in the open-air section must be erected such that flags and all associated equipment do not extend beyond the stand boundaries.

The organizer reserves the right to approve exceptions to the design guidelines in special cases and to prescribe changes in the stand design.

### **3.3 Odour development**

In order to avoid odour nuisance, odour formation of any kind in the halls must be avoided. Kitchen fumes must be discharged into the open air, if necessary an extractor fan with active carbon filter may be sufficient. Further information can be obtained from the Technical Exhibitor Service (TAS) of Messe München GmbH.

### **3.4 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 Technical Exhibitor Management are the persons in charge.

### **3.5 Asian longhorn beetle**

Due to the general ruling of the Bavarian State Institute for Agriculture (LfL) on measures to control the Asian hardwood longhorn beetle of January 8, 2016, ref. IPS 4d-7322.640, last amended by the general ruling of November 25, 2016, the Munich exhibition center is in a quarantine zone.

Exhibitors are obliged to fulfil the obligations arising from this. As long as the Munich exhibition center is located in such a quarantine zone, this applies in particular: Exhibitors whose exhibition areas are not located exclusively in the exhibition halls are not permitted to bring the following plants and wood into the Munich exhibition grounds, regardless of whether they are living or dead plants:

Acer spp. / Aesculus spp. / Alnus spp. / Betula spp. / Carpinus spp. / Cercidiphyllum spp. / Corylus spp. / Fagus spp. / Fraxinus spp. / Koelreuteria spp. / Platanus spp. / Populus spp. / Salix spp. / Sorbus spp. (only in Bavaria) / Tilia spp. / Ulmus spp.

Excluded from this are: sawn wood and wood whose natural surface roundness is no longer preserved. If these plants and wood have been brought into the Munich exhibition centre despite this prohibition, they may no longer leave it; Messe München GmbH will dispose of these plants and wood at the exhibitor's expense in a permitted manner. Exhibitors whose exhibition areas are located exclusively in the exhibition halls are not affected; however, they may not store any of the aforementioned plants and wood outside the exhibition halls, unless this is only for loading and unloading or the storage is in closed containers, trucks or trailers.

## **4. Technical Services (cf. *Technical Guidelines Messe München GmbH*)**

## **5. Product Presentation on the fairground**

Advertising is permitted only within the rented stand area and must not result in any obstructions or hindrances in aisles or for adjacent stands. 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.

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

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](http://iaa.de) from spring 2021 onward.

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

Contact:

Anna Fletcher (VDA)

Phone: +49 30 89 78 42 204

E-mail: [anna.fletcher@vda.de](mailto:anna.fletcher@vda.de)

**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](mailto:kontakt@gema.de)  
Website: [www.gema.de/en/music-users/](http://www.gema.de/en/music-users/)

## **5.1 Exhibition of motor vehicles**

Temporary charging procedures for e-vehicles are allowed during the event if certain requirements are met. Further information will be provided at a later date.

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](http://www.dat.de) and must be handed out free of charge to visitors on demand.

The "Pkw-Energieverbrauchskennzeichnungsverordnung" [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 on the fairground**

### **6.1 Setup period**

Setup will start on Friday, August 27, 2021, 8:00 a.m. and will end on Sunday, September 5, 2021, 6:00 p.m. During this period, work can be done around the clock.

On September 5, 2021, 6:00 p.m. all stands must be completed and arranged. Packaging waste, etc. must be removed.

Advance assembly (subject to a fee) is possible in consultation with the Technical Exhibitor Service of Messe München GmbH.

### **6.2 Night modifications**

Night modifications are possible in consultation with the Technical Exhibitor Service of Messe München GmbH.

Contact:  
E-mail: [tas.iaa@messe-muenchen.de](mailto:tas.iaa@messe-muenchen.de)

## **6.3 Dismantling period**

Dismantling will be possible starting on Sunday, September 12, 2021 with the end of the event and will end on Thursday, September 16, 2021, 6:00 p.m. During this period, work can be done around the clock.

No exhibition stand may be dismantled before the official start of dismantling.

An extension of the dismantling period is also not permitted.

## **6.4 Logistic handling**

Information will be provided at a later date.

## **6.5 Handling of empties**

Information will be provided at a later date.

## **6.6 Traffic and access to the fairground**

Information will be provided at a later date.

## **6.7 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.

## **6.8 Parking facilities during the event**

Information will be provided at a later date.

## **6.9 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.

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      - 5.9.1.2. Use of liquid gas
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  - 5.15. Musical reproduction**
  - 5.16. Beverage dispensing systems**
  - 5.17. Food supervision**
  - 5.18. Disturbance due to exhibition goods**
- 6. Environmental protection**
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    - 6.1.1. Waste disposal
    - 6.1.2. Hazardous waste
    - 6.1.3. Waste brought to the exhibition center
    - 6.1.4. Waste disposal fees
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    - 6.2.2. Cleaning/Detergents
  - 6.3. Environmental damage**

## 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 Venue GmbH

Messe München GmbH

NürnbergMesse GmbH

Landesmesse Stuttgart GmbH

in order to formulate them with a common structure.

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

### 1.1. House rules

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

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

### 1.2. Opening hours

#### 1.2.1. Stand setup and dismantling times

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

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

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

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

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

#### 1.2.2. Duration of the event

During the period of the actual event, the halls are opened one hour prior to the official opening time and closed one hour after the official closing time. Messe München GmbH reserves the right to impose special arrangements in this respect. Exhibitors who need to work on their stands outside these times due to exceptional circumstances require the written consent of Messe München GmbH's Technical 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 windshield of the given vehicle so that it is clearly visible. The regulations arising from the use of parking or entry permits require strict compliance. Parking or entry permits are to be returned at any time at the request of the Messe München GmbH staff deployed for traffic control purposes or of the security personnel. Parking and/or entry permits are only valid for the vehicle for which they have been issued.

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

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

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

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

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

Additionally, the provisions and access regulations set out in the 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.

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

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

### 2.2. Transport of caterpillar vehicles

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

### 2.3. Emergency routes

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

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

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

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

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

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

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

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

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

### 2.4. Safety equipment

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

### 2.5. Stand numbering

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

### 2.6. Security

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

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

### 2.7. Emergency evacuation/Clearance

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

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

#### 3.1. Hall data

The halls offer the following gross exhibition areas:

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

#### Hall entrance dimensions

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

#### Heights of halls

None of the halls (apart from Hall B0 in the ICM and the northern front ends of Halls C1–C6) have supporting pillars. They are all equipped with sprinkler systems.

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

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

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

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

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

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

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

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

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

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

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

Each hall is lit by daylight and artificial light.

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

Mains type: TN-S System

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

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

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

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

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

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

Connection for water DN 25/min. 3.50 bar

Wastewater DN 100

Connection for sprinklers 50 DN, available in every second duct

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

Connection for gas DN 25/20 mbar

#### 3.1.3. Communications equipment

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

#### 3.1.4. Sprinkler systems

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

#### 3.1.5. Heating, ventilation

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

#### 3.1.6. Faults

Any fault occurring in supply (in respect of e.g. electricity, water, compressed air, heating, ventilation, communications, etc.) must be reported immediately to the Technical 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 area, center: approx. 65,000 m<sup>2</sup>.

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

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

Road surface: asphalt

Width of access roads: 8 m or 12 m

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

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

Outdoor exhibition area, north: approx. 115,000 m<sup>2</sup>

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

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

Connection for water: DN 40/min. 3.50 bar

Wastewater: max. DN 100

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

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

### 3.3. Clearance heights

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

### 4. Regulations governing stand construction

#### 4.1. Stand construction safety

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

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

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

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

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

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

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

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

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

#### 4.2. Stand construction approval

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

All other types of stand (above all those with floor space in excess of 100 m<sup>2</sup> or higher than 3 m, multi-story stands (see Item 4.9.), mobile stands) require approval (as do stands with bridges, stairs, cantilever roofs, galleries, sloping walls, etc.) and structures for outdoor exhibition areas (see Item 4.8.).

Dimensioned layout, elevation view and sectional drawings are to be submitted to the Technical 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 5.11.).

A copy of the plan approved for the given usage should be displayed in a clearly visible location near the main entrance to the assembly room concerned.

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

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

#### Stand space in the halls

To-scale drawings for single-story stands with floor space in excess of 100 m<sup>2</sup> or higher than 3 m must be submitted for approval to Messe München GmbH's Technical Exhibition Services Division (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-story 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. Stand construction approval is granted at the same time as planning permission given by Messe München GmbH, along with approval of the static calculation, verified by our structural engineering inspectors.

#### Stand space in the outdoor exhibition area

Single-story stands with floor space in excess of 50 m<sup>2</sup> or higher than 5 m must be submitted for approval to Messe München GmbH's Technical Exhibition Services Division (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-story stands, special constructions, rooms with seating for more than 200 persons, darkened rooms for slide/film shows must be applied for by submitting the "Application for Special Stand Designs" form to Messe München GmbH's Technical 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. Stand construction approval is granted at the same time as planning permission given by Messe München GmbH, along with approval of the static calculation, verified by our structural engineering inspectors.

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

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

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

#### 4.2.2. Vehicles and containers

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

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

#### 4.2.3. Alteration 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 (B) or Important Notes sections of the relevant Order Forms for Exhibitor Services. Contact the Technical Exhibition Services Division if in doubt. The maximum height for stand structures set by Messe München GmbH may only be exceeded with the Technical Exhibition Services Division prior written approval.

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

#### 4.4. Fire prevention and safety regulations

##### 4.4.1. Fire prevention

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

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

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

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

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

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

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

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

In the halls, motor vehicles may as a general rule neither be operated nor parked. Vehicles may only be exhibited in the halls, but not demonstrated in operation, after they have been registered with Messe München GmbH via the "Application for Preventive Fire Protection Measures" form.

The fuel tank content of vehicles must be reduced to the quantity of fuel required for accessing and leaving the hall (fuel gauge most show low/reserve). The filler caps are to be locked if possible. Depending on the event and installation location of the exhibit, additional safety measures may be required, such as inerting the fuel tanks, disconnecting the batteries and/or deploying security guards. Fuels may not be stored at the stand. Vehicles with alternative drive technologies, e.g. electric or hybrid drives, may not be charged inside the halls.

###### 4.4.1.3. Explosive substances, ammunition

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

###### 4.4.1.4. Pyrotechnics

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

###### 4.4.1.5. Balloons

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

###### 4.4.1.6. Flying objects

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

#### 4.4.1.7. Smoke machines

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

#### 4.4.1.8. Ash containers, ashtrays

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

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

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

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

See also Item 6. "Environmental Protection" and the Waste Disposal form in the Order Forms for Exhibitor Services for further information on waste disposal.

#### 4.4.1.10. Spray guns, solvents

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

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

Prior approval must be submitted in writing to and obtained from Messe München GmbH's Technical 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.

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

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

#### 4.4.1.13. Fire extinguishers

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

#### 4.4.2. Stand ceilings

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

##### Halls A1–A6, B1–B6, C1–C6:

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

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

- Metal modular or grid ceilings:

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

- Textile coverings:

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

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

#### 4.4.3. Glass and acrylic sheet

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

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

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

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



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

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

##### 4.5.1. Exits, escape routes

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

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

Stands with a floor area of up to 100 m<sup>2</sup> require one exit with a clearance width of at least 0.90 m. Stands with a floor area of more than 100 m<sup>2</sup> require two exits, each with a clearance width of at least 0.90 m. Stands with a floor area of more than 200 m<sup>2</sup> require two exits, each with a clearance width of at least 1.20 m. For stands with a floor area of more than 400 m<sup>2</sup>, Messe München GmbH's Technical 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 partitioned rooms on stands in the halls must offer users an unobstructed line of sight in the direction of escape towards the nearest emergency escape/rescue route. Such occupied spaces as may be accessed or left via a partitioned room only ("trapped" rooms) are not permitted on stands located in halls. All measures that compromise a clear line of sight in the direction of escape of the nearest emergency escape/rescue route or its accessibility are prohibited. Messe München GmbH reserves the right to impose any safety- or fire protection-related demands that may become additionally necessary until such time as stands undergo official acceptance. (see Item 4.4.4.).

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

Escape routes should be marked as such in accordance with ISO 7010, BGV A8 or ASR A1.3.

##### 4.5.2. Doors

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

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

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

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

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

#### 4.7. Stand design

##### 4.7.1. Appearance

The design and equipping of a stand as well as any necessary construction work are the responsibility of the given exhibitor. In this connection, he must however take into account the character and appearance of the fair and/or exhibition concerned. To this end, Messe München GmbH is entitled to demand changes to be made to the stand design. Moreover, Messe München GmbH reserves the right to prescribe the framework structure required for a given event in its Special Terms of Participation (B). 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 setup period at the latest. To-scale plans with details of location, anchorage type, drill hole diameters and number of anchorages should be attached to the application. The number of anchorages should be kept to an absolute minimum. The exhibitor has no entitlement to the fitting and use of floor anchorages. Messe München GmbH reserves the right to prescribe the materials to be used for anchorages. In cases where non-approved materials are used and/or floor anchorages are fitted without Messe München GmbH's consent, flat-rate repair charges of EUR 90 per drill hole plus VAT will be raised. Kindly contact Messe München GmbH's Technical 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 Statutory Accident Insurance, DGUV Regulation 17.

##### 4.7.5.1. Provision of fixing points

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

To the extent structurally feasible, the exhibitor will be provided with a fixing point at the desired position above the stand area. Plans should be attached to the order (service forms "Suspensions/Rigging" 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/m<sup>2</sup> (halls C5/C6: 20 kg/m<sup>2</sup>) of stand area. For each suspension point, the load must be individually specified and supporting documents provided on request. Suspension points for heavier loads only on request.

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

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

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

Further information on approved fastening materials can be found in the 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 General Terms of Participation A "Advertising," the distribution of printed matter and the use of advertising materials is permitted within the confines of the exhibitor's own stand only.

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

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

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

##### 4.7.8. Barrier-free design

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

##### 4.8. Outdoor exhibition area

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

## Person responsible

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

## Checking stand size

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

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

The boundaries of the stand area must be observed. The exhibitor must ensure that no items located in the area of the stand protrude beyond its confines. Exceptions to this ruling can be approved for revolving tower cranes by Messe München GmbH's Technical 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.

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

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

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

### 4.8.2. Ground anchorages

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

### 4.8.3. Weather-related loads

#### 4.8.3.1. Wind loads

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

#### 4.8.3.2. Wind loads for temporary structures

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

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

#### 4.8.3.3. Snow loads

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

### 4.8.4. Severe weather warnings

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

### 4.8.5 Exists/Escapes routes

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

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

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

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

Exhibits higher than 10 m must be registered for approval with Messe München GmbH's Technical 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-story stand construction

### 4.9.1. Application for planning permission

Two-story exhibition stands can only be built in Halls A1–A6, B1–B6 and C1–C6 providing prior approval has been granted by Munich Municipal Fire Department, Messe München GmbH's exhibition management responsible for the given project and the Technical 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-story stand will have on the design and transparency of the hall as well as on neighboring stands.

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

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

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

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

### 4.9.3. Working loads/Load assumptions

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

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

### 4.9.4. Escape routes/Stairways

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

Stands with a floor area of up to 100 m<sup>2</sup> require one exit with a clearance width of at least 0.90 m. Stands with a floor area of more than 100 m<sup>2</sup> require two exits, each with a clearance width of at least 0.90 m. Stands with a floor area of more than 200 m<sup>2</sup> require two exits, each with a clearance width of at least 1.20 m. For stands with a floor area of more than 400 m<sup>2</sup>, Messe München GmbH's Technical 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.

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

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

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

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

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

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

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

### 4.9.5. Building materials

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

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

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

### 4.9.6. Upper story

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

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

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

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

### 5.1. General regulations

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

#### 5.1.1. Damage

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

#### 5.2. Use of machinery

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

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

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

Only such work platforms as are supplied by Messe München GmbH's authorized service partners may be used. The work platforms rented from such companies may only be operated by persons over 18 years of age qualified to do so. The qualification for this must comply at the very least with that set out in German Employers' Liability Insurance Association Principle DGUV-G 308/008. 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 (see forms "Electrical Installations" 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 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. All exhibition stand electrical installations will be inspected by an expert for compliance with the regulations effective at the given time for the Munich Exhibition Center. The inspection will be organized by Messe München GmbH.

#### 5.3.4. Safety precautions

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

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

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

#### 5.3.5. Safety lighting

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

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

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

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

#### 5.4.1. Connections

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

Connection plans indicating the required position of the connections should be attached to the orders (form is included with "Water/Sanitary/Sprinkler Installations/Compressed Air" 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-m<sup>3</sup> 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 setup period at the latest, as to which plumbing contractors and/or plumbers will be carrying out the plumbing work. If Messe München GmbH is not supplied with this information by the set time, Messe München GmbH will connect up the equipment requiring water/wastewater facilities and charge the exhibitor with the costs incurred at the prices stated in the 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. In cases where water is used on the stand, e.g. for ponds and fountains or for water wall, air humidifier and other spray systems, perfectly hygienic conditions must be guaranteed at all times. Verification of compliance is to be presented at the request of the exhibition company.

### 5.5. Installation of compressed-air facilities

#### 5.5.1. Connections

The provision of exhibition stands with compressed air is possible in both the halls and the outdoor exhibition area. It generally occurs via a connection to a compressor station. Messe München GmbH reserves the right to install a compressor for the supply of compressed air on the stand in cases where, for instance, little compressed air is required. The use of a compressor to be supplied by the exhibitor himself has to be notified to Messe München GmbH's Technical Exhibition Services Division four weeks prior to commencement of the stand construction period of the given event at the latest.

The exhibitor is not allowed to obtain compressed air for his stand from such persons as have not been authorized to supply compressed air by Messe München GmbH. Exhibitors are expressly forbidden to obtain compressed air from neighboring stands. Furthermore, exhibitors are not entitled to supply any third parties at the trade fair center apart from his co-exhibitors with such compressed air as is supplied to him by Messe München GmbH. This applies particularly to neighboring stands.

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

The exhibitor is responsible for ensuring that the compressed-air installation is able to provide all items on the stand requiring compressed air with sufficient compressed air such that they can all operate simultaneously. Should Messe München GmbH determine that the compressed-air installation ordered by the exhibitor cannot guarantee the simultaneous operation of all items requiring compressed air, Messe München GmbH is entitled to upgrade the compressed-air installation at the expense of the exhibitor at the prices stated in the 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 (form "Compressed Air/Vacuum Connections" 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 compressed air connections) is not to be carried out by Messe München GmbH and/or contractors appointed by it, the exhibitor has to notify Messe München GmbH in good time prior to the commencement of the work concerned, but 14 days prior to the commencement of the stand setup period at the latest, as to which contractors and/or fitters will be carrying out the compressed-air installation work. If Messe München GmbH is not supplied with this information by the set time, Messe München GmbH will connect up the equipment requiring compressed air and charge the exhibitor with the costs incurred based on the rates applying to the given event.

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

## **5.6. Gas installation**

### **5.6.1. Connections**

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

Connection plans indicating the required position of the connections should be attached to the orders (form "Gas Connection for Natural Gas" 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-m<sup>3</sup> 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.

### **5.6.2. Stand installation**

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

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

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

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

Connection plans indicating the required position of the connections should be attached to the orders (forms "Information and Communication Services" in the Order Forms for Exhibitor Services).

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

### **5.8.1. Machine noise**

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

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

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

### **5.8.2. Product Safety**

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

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

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

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

### **5.8.2.1. Safety devices**

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

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

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

### **5.8.2.2. Test procedures**

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

### **5.8.2.3. Operating ban**

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

## **5.8.3. Pressure containers**

### **5.8.3.1. Acceptance certificates**

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

### **5.8.3.2. Testing**

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

Inquiries in connection with this are to be addressed to Messe München GmbH's Technical Exhibition Services Division.

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

### **5.8.3.3. Rental equipment**

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

### **5.8.3.4. Verification**

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

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

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

### **5.8.5. Exhaust systems**

Such vapors and gases as are flammable, toxic or merely unpleasant for event participants must be fed off via appropriate exhaust piping. The ducting may only be installed by Messe München GmbH or a contractor appointed by it. A ground plan indicating the required position of the ducting should be attached to the orders (form "Vapor and Flue Gas Extractors in the Halls" is included in the Order Forms for Exhibitor Services or available from Messe München GmbH's Technical Exhibition Services Division).

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

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

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

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

## 5.9.1. Compressed and liquid gas installations

### 5.9.1.1. Approval of compressed gas cylinders

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

### 5.9.1.2. Use of liquid gas

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

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

### 5.9.1.3. Installation and maintenance

The setup and maintenance of liquid gas installations is subject to compliance with the "Technical Rules Governing Liquid Gas" DVGW-TRF 2012 (publisher: DVGW Deutscher Verein des Gas- und Wasserfaches e.V. and DVGW Deutscher Verband Flüssiggase e.V.) and DGVU Regulation 80 "Use of Liquid Gas." 5.7.1.1. should be noted. An explosion protection document pursuant to art. 3 and art. 5 of the Operation Safety Directive must be drawn up and submitted by the operator of the installation when applying for approval. Each gas-driven consumer appliance must be equipped directly with a shut-off valve that is readily accessible at all times. The entire installation is to be checked by a specialist (qualified person) pursuant to DGVU principle 310-005.

### 5.9.1.4. Pressure equipment directive

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

## 5.9.2. Flammable liquids

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

## 5.10. Hazardous substances

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

## 5.11. Assembly rooms/Show areas

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

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

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

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

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

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

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

## 5.12. Radiation protection

### 5.12.1. Radioactive materials

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

See the Application for Preventive Fire Protection Measures form in the Order Forms for Exhibitor Services for further information.

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

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

### 5.12.3. 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 DGVU Regulation 11 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.

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

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

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

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

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

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

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

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

## 5.15. 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, 11506 Berlin, Germany

kontakt@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).

## 5.16. Beverage dispensing systems

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

## 5.17. Food supervision

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

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

#### **5.18. Disturbance due to exhibition goods**

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

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

#### **6. Environmental protection**

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

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

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

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

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

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 setup 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-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, 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 6.2.1.), 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 easily inflammable (e.g. batteries, varnishes, solvents, lubricants, machine oils, coolants, printing dyes and inks, paints), together with the relevant data safety sheet details.

##### **6.1.3. Waste brought to the exhibition center**

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

##### **6.1.4. Waste disposal fees**

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

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

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

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

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

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

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

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