



General Terms of Participation (A)

TECHNICAL GUIDELINES

Munich Trade Fair Centre

A 1 Applications

All potential exhibitors wishing to take part in the event must express their wish to do so by fully completing and signing the „Application“ form and submitting it to MMG by the application deadline (see B1). With the application, exhibitors express to MMG their serious interest in taking part in the event as exhibitors. All exhibits must be described precisely in the application form. Co-exhibitors and additionally represented companies must be named in the application form. The same particulars must be specified as for the exhibitor. Incomplete applications cannot be considered. This application procedure does not apply to organisers of joint stands. They are not exhibitors as defined by the Terms of Participation.

A 2 Eligible exhibits and exhibitors

The exhibitor accepts that the Terms of Participation A and B and the Technical Guidelines are legally binding as soon as an application has been submitted. MMG sends the exhibitor a written placement proposal (stand offer). The exhibitor must accept this placement proposal within the set time limit. The exhibitor's acceptance of the placement proposal represents his contractual offer, from which the exhibitor cannot withdraw once it has been received by MMG. The contract for the stand space rental and participation at the trade fair or exhibition takes effect only when the exhibitor is admitted by MMG. MMG's notice of admission is, at the same time, its acceptance of the exhibitor's contractual offer, and may be granted within the three months following the application deadline.

The length of the application acceptance period we have set is necessary because MMG is forced to organise relocations potentially impacting on exhibitors due above all to placement proposals that are rejected and subsequent applications submitted by further exhibitors.

Exhibitors do not have a legal claim to admission unless such a claim exists by law. Exhibitors who have not fulfilled their financial obligations vis-à-vis MMG, e.g. in respect of previous events, or have infringed the regulations governing the use of the New Munich Trade Fair Centre or M.O.C. or the Terms of Participation, may be excluded from admission.

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

Only such items has been declared and admitted may be exhibited. MMG has the right to remove any other exhibits at the exhibitor's risk and expense.

Hired or leased items may not be exhibited. MMG is entitled to remove such objects at the exhibitor's risk and expense. An exception is made in the case of objects which are not part of the exhibitor's range of goods, but which are required for their display (e.g. for demonstration purposes).

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

MMG reserves the right to deviate from the type, size, and location of the exhibition area desired by the exhibitor, to exclude certain exhibits from admission, and to impose conditions on admission. The exhibitor's reservations, conditions, and particular wishes (e.g. regarding location, exclusion of competitors, stand construction or design) will be taken into account only if expressly confirmed in the notice of admission. Space will be allocated according to MMG's requirements and the prevailing conditions, and in accordance with the classification system for the trade fair as applied by MMG at its own discretion, and not according to the order in which applications are received.

A 3 Rental contract

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

If exhibitors cannot use their stand space or are prevented from making full use of same because they have infringed legal or official regulations or the Terms of Participation A and B or the Technical Guidelines, they are nevertheless obliged to pay the participation fee in full and to pay MMG compensation for all damage caused by themselves, their legal representatives or employees; exhibitors are not entitled to cancel or terminate the contract unless the law specifically entitles them to do so.

A 4 Co-exhibitors and additionally represented companies

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

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

Admission of the exhibitor does not mean that a contract exists between MMG and the co-exhibitors or other companies he represents. Co-exhibitors are admitted against payment. This also applies to additionally represented companies if specified in the Special Terms of Participation B. The exhibitor must make this payment. The amount can also be invoiced subsequently by MMG.

The exhibitor is responsible for ensuring that his co-exhibitors and other companies he represents comply with the Terms of Participation A and B, the Technical Guidelines as well as the instructions of the Trade Fair Management. The exhibitor is liable for the debts and negligence of his co-exhibitors or additionally represented companies as if they were his own. If co-exhibitors make direct use of MMG services, MMG is entitled to invoice the exhibitor for these services. He is jointly and severally liable.

The exhibitor may not move, exchange or share his stand, nor surrender it either in part or in whole to third parties, without MMG's prior written consent.

A 5 Cancellation of contract

If the location, type, dimensions or size of the exhibition area rented by the exhibitor are subsequently changed to the extent that the exhibitor can no longer be reasonably expected to accept the exhibition area, the exhibitor is entitled to withdraw from the rental contract within one week of receiving written notification by MMG. Otherwise, apart from his statutory rights to withdraw from the contract, the exhibitor has no right to withdraw from this contract. If the exhibitor declares his withdrawal from the contract – regardless of whether he has the right to withdraw from the contract or not – MMG is entitled to make other use of the rented stand area. If the exhibitor is not entitled to withdraw from the contract, he is obliged to pay the participation fee to the extent that MMG is unable to re-let the stand space to a third party or use it itself. The obligation of the exhibitor to pay the participation fee remains even if MMG re-lets the stand space to a third party who would otherwise have been placed elsewhere to avoid giving the impression of a gap in the stand arrangement or if MMG re-designs the rented area to avoid this impression being made. However, MMG must allow as a credit the value of the expenses saved and the advantages it has gained by re-letting or otherwise using the exhibition area. To the extent that MMG re-lets the stand space to another exhibitor who would otherwise not have been placed elsewhere, the exhibitor must pay 25% of the agreed participation fee as flat-rate compensation for expenses incurred by MMG because the exhibitor withdrew from the contract without being entitled to do so. MMG's right to claim further damages remains unaffected. The exhibitor can demand that the flat-rate compensation be reduced if he proves that MMG has incurred fewer expenses.

MMG is entitled to withdraw from the contract if the exhibitor fails to meet his financial obligations to MMG on time, MMG has extended the deadline by 5 days and this deadline for payment has not been met. MMG is also entitled to withdraw from the contract if the exhibitor neglects his duty arising from this contract to respect MMG's rights, objects of legal protection and interests and MMG can no longer reasonably be expected to adhere to the contract. In the aforementioned cases, MMG is entitled not only to withdraw from the contract but also to demand from the exhibitor the agreed participation fee as flat-rate compensation. MMG's right to claim further damages remains unaffected. The exhibitor can demand that the flat-rate compensation be reduced if he proves that MMG has sustained less damage.

A 6 Force majeure, cancellation of the event

If MMG is compelled, as a result of force majeure or other circumstances beyond its control (e.g. failure of the power supply), to vacate one or more exhibition areas temporarily or for longer periods, or to postpone or curtail the trade fair, the exhibitors do not thereby acquire the right to withdraw or cancel, nor do they have any other claims against MMG, in particular claims for damages.

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

A 7 Participation fees, right of distraint

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

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

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

MMG reserves the right to enforce its lessor's distraint entitlement, as permitted by law, in order to secure its claims arising from the rental. The exhibitor must inform MMG at any time about the ownership of items that are exhibited or to be exhibited. If an exhibitor does not meet his financial obligations, MMG can retain the exhibits and stand fittings and, at the exhibitor's expense, sell them at public auction or privately. The legal provisions on the realisation of the pledge are – as far as permitted by law – waived. MMG does not accept liability for damage to exhibits and stand fittings retained under this clause, unless MMG is guilty of intent or gross negligence. On invoices issued by MMG to a given third party at the request of the exhibitor, MMG will name the exhibitor as being the recipient of the services concerned for VAT-related reasons, which can possibly result in the given third party being unable to offset the VAT stated in the invoice concerned or, in cases where the given third party is based abroad, being unable to assert his claim for reimbursement of the VAT paid. Upon the exhibitor's special application, MMG can agree to invoice a third party for the participation fee, the fee for admitting co-exhibitors and prices for services. This is possible only if the third party undertakes to assume financial obligations or debts vis-à-vis MMG and MMG agrees with this.

A 8 Warranty

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

A 9 Liability and insurance

MMG is liable for personal injury (damage arising from injury to life, body or health) caused by neglect of duty for which MMG, its legal representatives or employees are responsible, as well as for other damage caused by intentional or grossly negligent breach of duty by MMG, its legal representatives or employees. MMG is also liable for any damage caused by negligent breach of cardinal duties by MMG, its legal representatives or employees. In these cases MMG is liable only if the damage is typical damage and not consequential damage and then only up to 5 times the net participation fee, at most, however, EUR 100,000 per claim. This limitation of liability applies only to entrepreneurs, legal persons under public law or special funds under public law. If the exhibitors are entrepreneurs, legal persons under public law or special funds under public law, MMG is under no circumstances liable for damage to or loss of goods brought to the trade fair by the exhibitor or the stand fittings or furnishings. In this case, it is immaterial whether such damage or loss occurs before, during or after the trade fair. The same applies to vehicles left on the trade fair grounds by exhibitors, their employees or representatives.

For his part, the exhibitor is liable for any culpable damage to persons or property caused by him, his employees, representatives and exhibitors and their exhibition items or exhibition installations and equipment. In order to offer all exhibitors an appropriate insurance coverage option, MMG has concluded with the Bayerische Versicherungsbank AG – Allianz Versicherung AG München a framework insurance contract via which each exhibitor can take out a policy. The insurance coverage encompasses both the exhibitor's own exhibition goods (transport and exhibition risks including burglary and theft) as well as the exhibitor's personal liability vis-à-vis third parties. An information sheet concerning the scope and cost of the insurance as well as application forms will be sent to exhibitors in good time. Each exhibitor is obliged to take out such insurance either with the Bayerische Versicherungsbank AG – Allianz Versicherung AG or such other insurance company as is licensed to operate in the European Union and to pay the premiums incurred (including insurance tax) in good time.

A 10 Photography, filming, video recording, and sketching

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

A 11 Catering, deliveries to stands

The caterers appointed by MMG are responsible for all catering within the trade fair grounds. Deliveries of beer or other beverages may be made only by companies contracted to MMG.

If exhibitors wish to offer food and beverages in accordance with section 12 of the German Law on Hotels and Restaurants (Gaststättengesetz), they must apply to the city authorities for permission: Kreisverwaltungsreferat München, Ruppertstr. 19, 80313 München, Germany.

Only a limited number of deliveries may be made to the exhibition stands. MMG is entitled to permit deliveries to stands only at certain times.

A 12 Combating brand and product piracy

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

A 13 Set-up/Dismantling badges and exhibitor badges

Depending on the concept and planning of the event concerned, badges are generally provided for the given set-up and dismantling periods. In such cases, exhibitors are given free badges issued in the name of such of their own and external workers as are needed for the set-up and dismantling periods to the extent that no ruling to the contrary is stipulated in the Special Terms of Participation. The badges concerned are valid for the set-up and dismantling periods only and do not entitle the holder to access the trade fair centre during the event proper. Set-up/Dismantling badges may not be passed on to such third parties as are unauthorised. Such third parties are unauthorised as are not employed on either a full- or part-time basis by the given exhibitor. For the time during which the trade fair is held, the exhibitor receives a number of free exhibitor badges as specified in the Special Terms of Participation. Any additional exhibitor badges requested are subject to a charge. All exhibitor badges are issued in the name of the authorised person and are not transferable. Exhibitor badges may not be given away or sold to unauthorised third parties, e.g. to persons or companies wishing to offer goods for sale or to render services at the trade fair centre without corresponding authorisation from MMG. Set-up/Dismantling badges and exhibitor badges are issued only after payment of the participation fee in full including the charge for the admission of any co-exhibitors.

A 14 Set-up, staffing and dismantling of stand

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

Exhibitors admitted to the fair undertake to participate in the event. The stand must be properly equipped and staffed by qualified personnel throughout the trade fair during the prescribed opening hours. Particular attention should be paid to ensuring that the stand is already fully staffed when the trade fair opens. Exhibitors are not permitted to remove trade fair goods or dismantle their stands before the trade fair closes. If they break this rule, MMG is entitled to demand a penalty of EUR 500.

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

A 15 Verbal agreements

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

A 16 House and usage regulations

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

A 17 Period of limitation

All the exhibitor's claims against MMG arising from the stand rental, and all legal proceedings in connection therewith lapse after a period of six months. This period of limitation starts at the end of the month in which the closing date of the fair falls.

A 18 Place of performance, applicable law

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

A 19 Jurisdiction, arbitration agreement

The following applies to exhibitors with their principal place of business within the Federal Republic of Germany:

If the exhibitor is a trader, legal person under public law or special fund under public law, the Munich courts have jurisdiction. MMG is also entitled, if it so wishes, to bring an action against the exhibitor at the court which has jurisdiction at the exhibitor's principal place of business.

The following applies to exhibitors with their principal place of business outside the Federal Republic of Germany but within the area of application of Regulation (EC) No. 44/2001, the EC Convention on Jurisdiction and the Enforcement of Judgments in Civil and Commercial Matters and the Lugano Convention:

If the exhibitor is engaged in a trade or business and does not fall under the general jurisdiction of the Federal Republic of Germany, the Munich courts have jurisdiction for all disputes arising from or in connection with this contract. MMG is also entitled, if it so wishes, to bring an action against the exhibitor at the court which has jurisdiction at the exhibitor's principal place of business.

The following applies to exhibitors with their principal place of business outside the Federal Republic of Germany and outside the area of application of Regulation (EC) No. 44/2001, the EC Convention on Jurisdiction and the Enforcement of Judgments in Civil and Commercial Matters and the Lugano Convention:

All disputes arising from or in connection with this contract whose value does not exceed EUR 100,000.00 are decided by the Euroarbitration of the European network REAM. The court of arbitration of the Italian Chamber of Commerce in Munich is the arbitration centre. Arbitration proceedings are held in Munich and conducted in German. A sole arbitrator decides on the dispute as seems fair and reasonable. The parties undertake to abide by the arbitral award.

Disputes exceeding a value of EUR 100,000.00 are subject to the arbitration of the court of arbitration of the Italian Chamber of Commerce in Munich with its rules of arbitration. Arbitration proceedings are held in Munich and conducted in German. A sole arbitrator decides on the dispute as seems fair and reasonable. The parties undertake to abide by the arbitral award.

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1. Preface

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

The Technical Guidelines are a constituent part of the contracts MMG concludes with its exhibitors, organisers, service companies, stand-building companies and other service providers. These exhibitors, organisers, service companies and other service providers undertake to ensure that all their contractual partners, who are active or merely present at the trade fair centre, comply with these Technical Guidelines. MMG is entitled to demand that all persons active or merely present at the trade fair centre comply with the Technical Guidelines. As far as fairs, exhibitions and other events run by an organiser other than MMG are concerned, the given organiser is, alongside MMG, entitled and obliged to demand of his customers and their contractual partners that they comply with the Technical Guidelines.

In the interests of our exhibitors and visitors, these Technical Guidelines include safety regulations that are intended to ensure a high standard of safety where technical and stand construction considerations are concerned.

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

MMG reserves the right to check compliance with these regulations and to take appropriate action should they be violated.

The relevant statutory regulations applying at the given time must also be observed.

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

The Exhibitors' Service Booklet with the order forms for services is despatched in good time. The order forms are to be completed and returned in accordance with the deadlines set out in the Exhibitors' Service Booklet. 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/organiser concerned has not fulfilled his financial obligations vis-à-vis MMG, e.g. those outstanding from previous events.

In addition, MMG reserves the right to charge a supplement on the stand fees in accordance with the details shown in the Exhibitors' Service Booklet 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 organisation of the fair.

These Technical Guidelines have been agreed by:

Deutsche Messe AG Hannover
Koelnmesse GmbH
Leipziger Messe GmbH
Messe Berlin GmbH
Messe Düsseldorf GmbH
Messe Frankfurt GmbH
Messe München GmbH

in order to formulate them with a common structure.

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

The German text is binding.

1.1. House rules

The trade fair centre is private property. The owner is Messe München GmbH – MMG –, Messegelände, 81 823 München, Tel. +49 (0)89 949-01. MMG and the respective organiser exercise domiciliary rights.

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

1.2. Opening hours

1.2.1. Stand construction and dismantling times

During the general stand construction and dismantling periods, work can be done in the halls and open-air area between 7.30 am and 10 pm insofar as no other times have been specified for the given fair.

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

1.2.2. Duration of the event

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

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

2.1. Road traffic regulations

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

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

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

The German Road Traffic Regulations apply throughout the entire trade fair centre 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 centre during the period of the actual event. Pedestrians are to be given maximum consideration. No vehicles are allowed to access paths or green areas that have been cordoned off.

Vehicles may only enter the halls for the purposes of loading and unloading. 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.

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

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

In addition, the provisions and access regulations set out in the Important Notes section of the Exhibitors' Service Booklet relevant to the given event apply, as do those stipulated in the Exhibitors' Traffic Information that is distributed in good time prior to the event.

Particularly for the purposes of ensuring the smooth flow of traffic during the stand construction and dismantling periods as well as during the actual event, MMG is entitled to implement further-reaching traffic control measures that require the compliance of all those present at the trade fair centre. MMG reserves the right to regulate above all the access of the exhibitors and/or their stand construction companies and other contractors to the individual stands.

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

2.2. Emergency routes

2.2.1. Fire service movement zones, fire hydrants

Access to fire service movement zones, emergency routes and safety zones designated accordingly may not be restricted during the stand construction and dismantling periods either by parked vehicles or by exhibits, construction materials, packaging, etc. blocking the way.

Vehicles and objects parked on or blocking fire service movement zones, emergency routes or safety zones will be removed at the expense of the owner, driver or person responsible.

Hydrants in the halls and open-air area may be neither obstructed nor made unrecognisable or inaccessible.

2.2.2. Emergency exits, escape hatches, hall aisles

All hall exits and aisles designated as such in the hall plans are to be kept clear over their full width. They serve as escape routes in emergencies and may therefore never be obstructed by objects left in the way or protruding. The doors along emergency exit routes must be easy to open from the inside over their full width. Exit doors, escape hatches and any signs indicating their position may not be obstructed, built over, blocked, covered or made unrecognisable 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.

All hall aisles designated as such may not be obstructed or built over.

In the event of hall exits being located within a stand, the areas designated as such may not be obstructed.

2.3. Safety equipment

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

2.4. Stand numbering

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

2.5. Supervision

MMG and/or the security company commissioned by it to supervise the trade fair centre is responsible for security at the entrances and in the halls. MMG offers no guarantee that the trade fair centre will be supervised and monitored continuously.

MMG is authorised to implement any measures it deems necessary for monitoring and supervision purposes.

Supervision of stands, the items on display and any other objects located on the stands is not the responsibility of MMG. Exhibitors are responsible for the security of their own stands and should organise it themselves as they see fit. However, only security guards from the company commissioned by MMG to supervise the trade fair centre may be employed.

Exhibitors' attention is drawn explicitly to the fact that stand exhibits and other items on the stand are particularly at risk during the stand construction and dismantling periods. Items of value and/or those that can be easily removed should always be locked away at night.

2.6. Emergency evacuation

MMG is entitled to order rooms, buildings and / or halls to be closed and evacuated for safety reasons.

3. Technical data and features of the halls and the open-air area

3.1. Hall data

The halls offer the following gross display areas:

A1-A6, B1-B6	approx. 11,000 m ²
C1, C2	approx. 10,000 m ²
C3	approx. 5,000 m ²
B0	approx. 3,500 m ²

Hall entrance dimensions

The halls can all be accessed by vehicles (apart from Hall B0 in the ICM) and each has at least 6 entrances (in the case of Hall C3: 4 entrances) measuring 4.5 m x 4.5 m. Hall B0 has one entrance measuring 12.5 m x 4 m.

Heights of halls

None of the halls (apart from Hall B0 in the ICM) 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.

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

Load-bearing capacity of the hall floors

The hall floors are made of mastic asphalt. The maximum permissible load-bearing capacity of the floors in all halls is 5 t/m² (50 kN/m²). A total truck weight of up to 60 t (600 kN) is allowed. The maximum permissible fork-lift load is 14 t (140 kN). The maximum lump load on a floor area of 30 cm x 30 cm is 10 t (100 kN) – this does not apply however to utility duct covers.

Hall B0 has parquet flooring. The maximum permissible load-bearing capacity of the floor is 2 t/m² (20 kN/m²). The maximum lump load is 8 t/m² (80 kN/m²) – this does not apply however to utility duct covers.

3.1.1. Normal lighting, type of current, voltage

The normal lighting in the halls is provided by MMG. The normal artificial lighting in the halls during the actual fair is approx. 100 lux/m² measured 1 m above the floor.

Each hall is lit by daylight and artificial light.

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

Mains type: TN-S System
230 volt (±10%)/50 Hz alternating current
3 x 400 volt (±10%)/50 Hz three-phase current

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

Compressed air, electricity, gas and water are supplied to the stands in the halls via the utility ducts located approx. every 5 m in the hall floor (approx. 4.5 m in the case of Halls C1-C3 and approx. 4.85 m in the case of Hall B0); no gas supply is available in Hall B0. The utility duct covers measure approx. 43 cm x 43 cm (the utility duct is approx. 35 cm wide).

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

Electricity supply 200 W/m²
Connection for water DN 25/min. 3.5 bar
Waste water DN 100
Connection for sprinklers 50 DN, available in every second duct
Connection for compressed air DN 50/min. 10 bar, available in every second duct
Connection for gas DN 25/20 mbar

3.1.3. Communications equipment

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

3.1.4. Sprinkler systems

The halls are equipped with sprinkler systems.

Every second utility duct is fitted with a main sprinkler connection via which the stands can be supplied.

(See Item 4.4.2 or 4.9.2 for information on sprinkler systems for covered stands)

3.1.5. Heating, ventilation

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

3.1.6. Faults

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

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

3.2. Open-air area

Open-air exhibition areas F3-F8 approx. 130,000 m².
Special open-air exhibition areas F9-13 approx. 150,000 m².
Surface of exhibition area: seeded gravel bed (grassed-over gravel-humus mixture, stony in parts)
Road surface: asphalt
Width of access roads: 8 m or 12 m

Permissible load-bearing capacity: 50 t/m² (500 kN/m²) except for track route area for which a lower load-bearing capacity applies. Details available from MMG's Technical Exhibition Services Division.

Lighting: 30 lux/m²

Connection for water: DN 40/min. 3.5 bar

Waste water: DN 100

Electricity supply: 50 W/m²

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

3.3. Clearance heights

The clearance height of the entrances to the loading areas is approx. 5 m.

The East Connecting Tunnel has a clearance height of 4.30 m and the West Connecting Tunnel one of 4.50 m.

4. General stand construction regulations

4.1. Stand construction safety

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

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

Stand structures cannot be supported by securing them to the hall roof. (See Item 4.7.5.2 for details of attaching objects to fixing points).

4.2. Stand construction approval

Insofar as the Technical Guidelines have been adhered to with regard to the design and construction of the stand, there is no need to submit drawings for the approval of single-storey stands, providing their floor space does not exceed 150 m² and they are not higher than 3.00 m.

If requested to do so, MMG is however prepared to check stand construction drawings (to be submitted in duplicate).

All other types of stand (above all those with floor space in excess of 150 m² or higher than 3.00 m, multi-storey stands (see Item 4.9), mobile stands) require approval, as do stands with bridges, stairs, cantilever roofs, galleries, etc.) and structures for outdoor exhibition areas (see Item 4.8.).

4.2.1. Stand structures subject to inspection and approval

All organisers, 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 open-air area require approval. If in doubt, you should contact MMG's Technical Exhibition Services Division.

To-scale drawings for single-storey stands with floor space in excess of 150 m² or higher than 3.00 m must be submitted for approval to MMG's Technical Exhibition Services Division in duplicate (ground plan and elevation sketches to a scale of at least 1:100) by the deadline specified in the Exhibitors' Service Booklet at the latest. To the extent that approval is granted, one copy is then returned to the exhibitor/stand-builder with MMG's stamp of approval. This means that the stand construction concerned has been approved.

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

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

4.2.2. Vehicles and containers

The use of vehicles and containers as exhibits in the halls requires approval (see also items 4.4.1.2. and 4.4.2).

4.2.3. Removal of non-compliant stand structures

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

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

4.2.4. Extent of liability

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

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

4.3. Construction heights

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

The maximum construction height varies from event to event and is specified either in the Special Terms of Participation or IMPORTANT NOTES sections of the relevant Exhibitors' Service Booklet. Contact the team responsible for technical organisation if in doubt.

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

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

4.4. Fire prevention

4.4.1. Fire prevention and safety regulations

4.4.1.1. Stand construction and decorative materials

Readily flammable materials and such that drip or give off toxic gases when burning such as polystyrene rigid foam (Styropor) or similar materials may not be used. Decorative materials must be at least fire-resistant according to DIN 41 02.

Decorative material with standard fire resistance may be used in certain areas if its location is sufficiently protected against fire. A test certificate confirming the classification of the material used may need to be presented.

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

Stand floor coverings must be laid with sealed joints.

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

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

4.4.1.2. Motor vehicles as exhibits

Vehicles with internal combustion engines may only be displayed in the halls with the quantity of fuel required for accessing and leaving the given hall. The battery must be disconnected and the fuel tank locked.

Internal combustion engines may not be put into operation for demonstration purposes in the halls or within the exhibitor's own stand. They must be fitted with silencers for any demonstration in the open-air area. Fuels may not be stored on the stand. See Item 5.7. for information in connection with gas-driven vehicles and / or energy capture using fuel cells.

In the case of motorised or mobile exhibition stands (show trucks, buses, semitrailers, trailers ...), a sprinkler system has to be installed for any single covered area exceeding 30 m² (see also Item 4.4.2.).

4.4.1.3. Explosive substances, ammunition

Explosive substances are subject to the provisions of the relevant Explosives Act and may not be displayed at fairs and exhibitions. This also applies to ammunition as defined under the Firearms Act.

4.4.1.4. Pyrotechnics

Pyrotechnical displays require prior approval and must be co-ordinated with MMG's Technical Exhibition Services Division.

4.4.1.5. Use of balloons and flying objects

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

4.4.1.6. Smoke machines

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

4.4.1.7. Ash containers, ashtrays

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

4.4.1.8. Containers for non-recyclable, recyclable and residual waste

No containers for non-recyclable, recyclable and residual waste made of flammable materials are to be used on the stands. Any non-recyclable, recyclable and residual waste produced on the stands should be disposed of regularly, on the evening of each event day at the latest or put into the waste bags intended for this purpose and placed at the edge of the aisle-side of the stand. 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 Exhibitors' Service Booklet for further information on waste disposal.

4.4.1.9. Spray guns, nitro-cellulose paints

The use of spray guns and/or nitro-cellulose paints is prohibited.

4.4.1.10. Part-off grinding and all work with naked flames

Prior approval must be submitted in writing to and obtained from MMG's Technical Exhibition Services Division for any welding, cutting, soldering, melting and part-off grinding work. The surrounding area must be protected from flying sparks when work is under way. Any joints and cracks should be sealed with appropriate, non-flammable materials. Stands must be equipped with at least one DIN 14406 or EN3 fire-extinguisher suitable and approved for Fire Class 3.

Naked flames and activities involving a risk of fire are prohibited. Any exceptions to this ruling require the approval of the Municipal Fire Department.

See the Branddirektion München (Munich Municipal Fire Department) form in the Exhibitors' Service Booklet for further information.

4.4.1.11. Empty packaging

The storage of empty packaging, packing material and the like on the stands and outside the stands in the hall or in the loading yard is prohibited. Any such items should be removed as soon as they have become empty.

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

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

4.4.2. Stand coverings

Stand coverings must generally be of a fire-resistant nature (B1 according to DIN 41 02) – the test certificate issued by the German Building Systems Institute (DIBT) should be available for presentation. A sprinkler system has to be installed for any single covered area exceeding 30 m².

In such cases, one sprinkler unit must be installed for every 12 m² or part thereof of covered space; any rooms/cabins located beneath the stand cover must be encompassed by the sprinkler system.

Sprinkler systems for stand coverings larger than 30 m² are not necessary if the coverings meet one of the following requirements:

Metal modular or grid ceilings:

– The covering is an open-grid ceiling with modular dimensions of 1 x1 cm. At least 50% of the horizontal surface, including lighting elements and similar fixtures, must be open.

Textile covering:

– The covering is fire-resistant and its horizontal installation below sprinkler units has been approved by the Association of Damage Insurers (VDS).

– The covering must be equipped with a fusible plug trigger that enables the covering's surface to expand extensively at a maximum temperature of 70°C (DIBT test certificate must be available for presentation). Moreover, the above covering must be fitted in the lower third of the space between the hall sprinkler (hall ceiling) and floor.

As far as coverings suitable for sprinkler usage and those with fusible plug triggers are concerned, the coverings must be divided into individual parts, each with a maximum area of 30 m² and pulled tight to avoid sagging.

Regulations differing from those mentioned above apply to Hall B0. Relevant information is available from MMG's Technical Exhibition Services Division.

Stand coverings should be registered via the Branddirektion München (Munich Municipal Fire Department) form in the Exhibitors' Service Booklet.

Further information on the materials approved for stand coverings can be obtained from MMG's Technical Exhibition Services Division.

(See Item 4.9.6. for information on coverings over the upper floor of two-storey stands).

4.4.3. Glass and acrylic sheet

Only 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 for our "Information Sheet on Stand Construction in Exhibition Halls using Glass and Acrylic Sheet" to be sent to you.

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

4.4.4. Rooms used by staff

Rooms used by staff (offices, recreation rooms, meeting rooms ...) must have an adequately clear view of the nearest escape route and the path leading to same.

4.5. Exits, escape routes, doors

4.5.1. Exits, escape routes

Stands with a floor area exceeding 150 m², an escape route longer than 10 m or a stand designed such that the exit/escape route are not visible from all points on the stand must have two separate exits/escape routes to be located at opposite ends of the stand.

The stand should be designed in such a way as to avoid creating any poorly accessible rooms, corners or alcoves. All separate rooms used by staff (offices, recreation rooms, meeting rooms ...) within the given stand area must offer an adequately clear view of the nearest escape route and the path leading to same.

Rooms that are only accessible via another separate room (so-called trapped rooms) are prohibited.

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 2.5 m wide leading to a hall aisle.

Escape routes should be marked as such in accordance with DIN 4844.

4.5.2. Doors

The use on escape routes of swing doors, revolving doors, coded doors, sliding doors, lift doors or any other form of access barrier is prohibited.

4.6. Platforms, ladders, ascents, bridges

All general walkways immediately adjacent to areas that are more than 0.20 m deep must be protected by a balustrade of at least 1.00 m in height. At least one top, one middle and one lower boom are obligatory.

Load-bearing capacity verification for platforms must be available for presentation. The floor must be able to withstand loads of at least 2.0 kN/m² as per DIN 1055 Part 3 Table 1 depending on the specific use made of it.

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

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

4.7. Stand design

4.7.1. Appearance

The design and equipping of a stand as well as any necessary construction work are the responsibility of the given exhibitor. In this connection, he must however take into account the character and appearance of the fair and/or exhibition concerned. To this end, MMG is entitled to demand changes to be made to the stand design. Moreover, MMG reserves the right to prescribe the framework structure required for a given event in its Special Terms of Participation.

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 neighbouring stands should be kept neutral, white and clean above a height of 2.50 m to prevent any conflict of design with the neighbouring stand.

4.7.2. Checking stand size

The stand area is measured out on the hall floor by MMG and marked at the corners.

After stand space has been allocated, each exhibitor is obliged to check the location and size of any installations, in particular fire alarms, utility ducts, ventilation systems, etc. and, where necessary, instruct the stand-builder accordingly.

The boundaries of the stand area must be observed.

(See also Item 4.7.4. Hall floors)

4.7.3. Structural modifications to halls

Hall components and technical facilities may not be damaged, soiled or in any way changed (e.g. by drilling of holes, use of nails or screws, etc.).

Nor may paint, wallpaper or adhesives be applied to them.

The hall components and technical facilities may not be subjected to any strain from stand constructions or exhibits for which they are not intended.

Hall columns/supports within the stand area (only available in Hall B0) 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 may be fitted.

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 between the portal sections at intervals of approx. 5 m (C-halls approx. 4.5 m, B0 approx. 4.85 m). Hall C1 is equipped with two utility ducts running the length of the hall in addition to those running across its width.

4.7.5. Suspending items from the hall ceiling

4.7.5.1. Provision of fixing points

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

To the extent structurally feasible, the exhibitor will be provided with a fixing point at the desired position above the stand area. Plans should be attached to the order (form in Exhibitors' Service Booklet), clearly showing the desired positioning of the fixing points and height details.

Items to be suspended may only be located above and within the stand confines. Construction and advertising hoarding heights are to be taken into account. MMG will review the feasibility of the desired fixing points.

Each suspension point of the hall ceiling structure can withstand a maximum perpendicular load of 100 kg.

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 authorised to do so in compliance with relevant German and/or EU regulations and accepted technical practice.

With regard to the attachment and securing of items to be suspended, relevant safety regulations and in particular the German ordinances BGV A 1 (general requirements), BGV C 1 (venues and production sites for stage performances), BGV D 8 (hoisting, lifting and winching equipment) and, if applicable, VstättV (safety code governing places of assembly) must be observed. Cable connections for load-bearing purposes must comply with DIN 56-921-1.1; cable clamps may not be used.

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

- Suspending of stand components or exhibits
- Securing of stand components or exhibits (stand components and/or exhibits must stand securely in their own right)
- Suspending of items with a rigid and/or frictional connection to the hall floor.

Exceptions to these rulings require MMG's prior written authorisation.

The fitting and securing of items to be suspended as well as the provision and fixing of complete lighting systems, etc. can also be ordered from MMG.

4.7.6. Stand perimeter walls

Partition walls can be ordered via the Exhibitors' Service Booklet.

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 media/Presentations

Stand and exhibit inscriptions, logos and trademarks may not exceed the specified height. In the case of advertising media bordering directly on a neighbouring stand, a distance of 2 m should be kept free to the perimeter of the stand concerned.

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

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

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

The distribution of printed matter and the use of advertising media is not permitted outside the boundaries of the exhibitor's own stand.

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

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

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

4.8. Open-air area

4.8.1. Checking stand size

The stand area is measured out on the ground of the open-air area by MMG and marked at the corners.

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

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

4.8.2. Stand construction

All structures to be erected in the open-air area require the prior approval of MMG's Technical Exhibition Services Division.

For fire prevention reasons, a minimum distance of 10 m to adjacent tent structures must be observed for tents measuring 75 m² and larger.

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

Building supervisory approval is required for structures exceeding a covered area of 50 m² or a height of 5 m. The necessary plans together with static calculations or test certificates must be submitted to MMG's Technical Exhibition Services Division in good time, but 6 weeks prior to the commencement of stand construction work at the latest.

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

Due care must be given to existing supply lines, foundations, distribution boxes, etc. when performing any stand construction work. To the extent that they are located within the area of individual stands, they must be easily accessible at all times. Nothing whatsoever may be built on asphalted areas. No work can be carried out on tracks that have been laid in the open-air area.

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

4.8.3. Dismantling

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

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

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

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

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

4.8.4. Other regulations

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

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

Revolving tower cranes, etc. must be appropriately secured in line with the relevant regulations. Suspending advertising media 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.

See the Branddirektion München (Munich Municipal Fire Department) form in the Exhibitors' Service Booklet for further information.

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

4.9. Two-storey stand construction

4.9.1. Application for planning permission

Two-storey exhibition stands can only be built in Halls A1-A6, B1-B6 and C1-C3 providing prior approval has been granted by Munich Municipal Fire Department, MMG's exhibition management responsible for the given project and the Technical Exhibition Services Division. Approval is also dependent on the required position in the hall and the floor space needed. An essential factor in the approval process is what effect the given two-storey stand will have on the design and transparency of the hall as well as on neighbouring stands.

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

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

The maximum stand height is set separately for each event and stipulated in the Terms of Participation and/or the IMPORTANT NOTES section of the Exhibitors' Service Booklet.

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

A sprinkler system needs to be installed in accordance with VDS regulations if the covered stand area exceeds 30 m², with one sprinkler unit to be installed for every 12 m² of covered space or part thereof. All rooms are to be encompassed by the sprinkler system.

The minimum distance for stairways, open cabins, terraces / catering areas to the edge of aisles is 1.00 m and to the perimeter of a neighbouring stand 3.00 m. If it is impossible to maintain the minimum distance to the neighbouring stand, some form of screening of at least 2.00 m in height is to be erected in the area concerned for privacy purposes.

4.9.3. Working loads/Load acceptance

The working load of the floor of the upper storey of a two-storey stand within an exhibition hall must comply with DIN 1055 Part 3, Table 1 as follows: If the storey is used for meetings and customer service purposes, i.e. it is furnished with tables and chairs in a free arrangement or in the form of meeting cabins, it must withstand a working load of 3.5 kN/m². Unlimited use as an exhibition or sales area, as an assembly room with or without rows of chairs, the floor of the upper storey must be able to withstand a working load of 5.0 kN/m². The respective use made of it must be marked clearly in the plans submitted for approval purposes.

Stairways must always be able to withstand working loads of 5.0 kN/m². Balustrades and banisters must be designed to withstand loads of 1 kN/m at handrail height. Proof must be provided that the pressure applied by the supports does not exceed the maximum permissible pressure the hall floor can withstand (see Item 3.1 Hall data).

4.9.4. Escape routes/Stairways

On two-storey stands with an area covered by the upper storey of up to 100 m², only one stairway is required. The stairway must emerge beyond the covered area of the stand. The length of any escape route from the upper floor to a main hall aisle on the ground floor may not exceed 25 m. The stairway used for this purpose may not be of an open- or solid-newel type.

On stands with an upper storey area in excess of 100 m², at least two stairways are required to be located at opposite ends of the stand.

One of the two stairways must emerge beyond the covered area of the stand. 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.

4.9.5. Building materials

On two-storey exhibition stands load-bearing components must be made of at least fire-resistant (according to DIN 4102) building materials.

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

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

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

4.9.6. Upper storey

All rooms used by staff (offices, recreation rooms, meeting rooms ...) must offer an adequately clear view of the nearest escape route and the path leading to same.

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.

No areas located on the upper floor may have a closed ceiling or canopy. Metal grids with openings measuring 1 cm x 1 cm are permitted. Inclusive of lighting units, the open area of the upper-storey ceiling must comprise at least 80% of the floor area.

4.10. Dismantling stands

By the end of the dismantling period set for a given event (see Special Terms of Participation and the IMPORTANT NOTES section of the Exhibitors' Service Booklet), the exhibitor is obliged to completely clear the stand of all stand-building material, exhibits and any other items and restore the stand area to its original state.

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

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

5.1. General regulations

Stand construction and dismantling work may only be carried out in accordance with the relevant statutory labour and industrial regulations valid at the given time.

5.1.1. Damage

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

5.2. Use of machinery

The use of stud guns is prohibited.

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

Only such cranes, fork-lift trucks and work platforms as are supplied by MMG's authorised service partners may be used. In special cases, the approval of MMG's Technical Exhibition Services Division must be sought.

5.3. Electrical installation

5.3.1. Connections

Electrical installations from the utility ducts to the stands may only be fitted by MMG and/or contractors appointed by it. The electrical installations to be exclusively fitted by MMG and/or contractors appointed by it include the main electrical connection and cabling, master fuse and, if applicable, the master switch/electricity meter. The use of generators on the stands is prohibited unless prior written approval has been obtained from MMG's Technical Exhibition Services Division. The exhibitor is not allowed to obtain electricity for his stand from such persons as have not been authorised to supply electricity by MMG. Exhibitors are expressly forbidden to obtain electricity from neighbouring stands.

A ground plan indicating the required position of the connections should be attached to the orders (forms in Exhibitors' Service Booklet).

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 MMG determine that the electrical installation ordered by the exhibitor cannot guarantee the simultaneous operation of all items requiring electricity, MMG is entitled to upgrade the electrical installation at the expense of the exhibitor without being asked to do so by same.

Power supply lines will be laid in utility ducts wherever possible, but may under certain circumstances have to be run above ground if the location of the connection point makes this necessary.

MMG is entitled to run power lines and connections serving neighbouring stands across the exhibitor's stand unless MMG can provide the electrical connection to the neighbouring stands at the same or lower cost without laying supply lines and connections across the exhibitor's stand.

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

To the extent that power consumption is not payable on a flat-rate basis, it will be determined via the meter fitted and invoiced at the per-kW/h prices shown in the Exhibitors' Service Booklet.

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

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 regulations, EU requirements and accepted technical practice.

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

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

5.3.3. Installation and operating regulations

All electrical installations must be fitted in compliance with the latest safety regulations issued by the VDE (Association of German Electricians), whereby special attention should be given to VDE 0100, 0108 and 0128 and IEC Norm 60364-7-711.

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

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

In addition, the only cabling types permitted are ones such as NYM, H05VV-F and H05RR-F with a minimum cross-section of 1.5 mm² Cu.

Flat cabling of any type is prohibited. Bare electrical conductors and terminals are not permitted in low-volt equipment. Secondary circuits must be protected against shorting and overload. The regulations set out in the "Electrical Installation on Exhibition Stands" and "Installation of Low-volt Lighting (LVL) on Exhibition Stands at the Munich Trade Fair Centre" sections of the Exhibitors' Service Booklet require full compliance.

All exhibition stand electrical installations will be inspected by an expert for compliance with the regulations effective at the given time for the Munich Trade Fair Centre. The inspection will be organised by MMG.

5.3.4. Safety precautions

As a special safety precaution, all heat-generating and 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 given building's general safety lighting ineffective must be equipped with their own, additional safety lighting in accordance with VDE 0108. It must be installed in such a manner that the general escape routes can be accessed safely.

5.4. Installation of water/waste water facilities

5.4.1. Connections

Water/waste water facilities from the utility ducts to the stands may only be installed by MMG and/or a contractor appointed by it. The water/waste water 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 authorised to supply water by MMG. Exhibitors are expressly forbidden to obtain water from neighbouring stands.

Connection plans indicating the required position of the connections should be attached to the orders (forms in Exhibitors' Service Booklet).

The exhibitor is responsible for ensuring that the water/waste water installation is able to cater for all items on the stand requiring water/waste water facilities such that they can all operate simultaneously. Should MMG determine that the water/waste water installation ordered by the exhibitor cannot guarantee the simultaneous operation of all items requiring such facilities, MMG is entitled to upgrade the water/waste water installation at the expense of the exhibitor without being asked to do so by same.

Water/Waste water 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 open-air area, water/waste water facilities can generally be installed; the piping can be laid either along the ground or underneath it. In exceptional circumstances, the required location may be so unfavourable that the connection ordered cannot be installed or that, in doing so, additional costs may be incurred.

MMG is entitled to run water/waste water pipes and connections serving neighbouring stands across the exhibitor's stand unless MMG can provide the water/waste water connection to the neighbouring stands at the same or lower cost without laying pipes and connections across the exhibitor's stand.

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

To the extent that water consumption is not payable on a flat-rate basis, it will be determined via the meter fitted and invoiced at the per-m³ prices shown in the Exhibitors' Service Booklet. As far as connections with a pipe diameter of 1/2" are concerned, the water consumption and basic charge are included in the price of the main water connection.

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

For safety reasons, the water supply and waste water disposal facilities will be cut off one hour after the end of the fair on the last day of the event.

5.4.2. Stand installation

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

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

To the extent that plumbing work including connecting-up equipment requiring water supply and waste water drainage facilities e.g. sinks is not to be carried out by MMG and/or contractors appointed by it, the exhibitor has to notify MMG in good time prior to the commencement of the work concerned, but 14 days prior to the stand construction period at the latest, as to which plumbing contractors and/or plumbers will be carrying out the plumbing work. If MMG is not supplied with this information by the set time, MMG will connect-up the equipment requiring water/waste water facilities 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 authorised, do not comply with the relevant regulations or use more water than indicated in the application are prohibited. They can be removed from the stand and put in storage by MMG at the expense and risk of the exhibitor.

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 open-air area. It generally occurs via a connection to a compressor station. MMG reserves the right to install a compressor for the supply of compressed air on the stand in cases where, for instance, little compressed air is required. The use of a compressor to be supplied by the exhibitor himself has to be notified to MMG's Technical Exhibition Services Division 4 weeks prior to commencement of the stand construction period of the given event at the latest. The exhibitor is not allowed to obtain compressed air for his stand from such persons as have not been authorised to supply compressed air by MMG. Exhibitors are expressly forbidden to obtain compressed air from neighbouring stands.

Compressed-air facilities from MMG's own mains to the individual stands may only be installed by MMG and/or a contractor appointed by it. The compressed-air installations

encompass the main compressed-air connection together with associated compressed-air supply lines.

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

Compressed-air supply lines will be laid in utility ducts wherever possible, but may under certain circumstances have to be run above ground if the location of the connection point makes this necessary.

MMG is entitled to run compressed-air supply lines and connections serving neighbouring stands across the exhibitor's stand unless MMG can provide the compressed-air connection to the neighbouring stands at the same or lower cost without laying supply lines and connections across the exhibitor's stand.

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

A ground plan indicating the required position of the connections should be attached to the orders (forms in Exhibitors' Service Booklet).

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

5.5.2. Stand installation

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

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

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

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

5.5a. Gas installation

5.5a.1. Connections

Gas supply facilities from the utility ducts to the stands may only be installed by MMG and/or a contractor appointed by it. The gas installations encompass the main gas connection with supply lines and stopcock as well as a gas meter if applicable. The exhibitor is not allowed to obtain gas for his stand from such persons as have not been authorised to supply gas by MMG. Exhibitors are expressly forbidden to obtain gas from neighbouring stands.

Connection plans indicating the required position of the connections should be attached to the orders (forms in Exhibitors' Service Booklet or available from MMG's Technical Exhibition Services Division).

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

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

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

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

To the extent that gas consumption is not payable on a flat-rate basis, it will be determined via the meter fitted and invoiced at the per-m³ prices shown in the Exhibitors' Service Booklet.

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

The use of gas for lighting and/or heating purposes is prohibited. 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.

5.5a.2. Stand installation

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

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

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

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

5.5b. Information and communications services

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

Connection plans indicating the required position of the connections should be attached to the orders (forms in Exhibitors' Service Booklet).

5.6. Machinery, pressure containers and exhaust systems

5.6.1. Machine noise

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

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

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

5.6.2. Equipment Safety Code

The exhibitor undertakes to only display those machines, equipment and other products as comply above all with the Equipment Safety Code (GSG) and associated ordinances (GSGV), by means of which the relevant EU directives (e.g. Machinery Directive, Low-voltage Directive and PSA Directive) have been enforced.

All machines that are subject to the Machinery Directive must bear CE coding as well as be accompanied by an EU Conformity Declaration and/or a Manufacturer's Declaration together with the relevant operating instructions. Electric equipment that is subject to the Low-voltage Directive must bear CE coding. Personal protective equipment that is subject to the PSA Directive must bear CE coding and be accompanied by the manufacturer's information brochure.

The only exceptions to this are such exhibits as are intended solely for export to countries outside the territory of the European Economic Community (EEC).

The exhibitor authorises MMG with the approval of the relevant authorities to publicly declare on his 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 territory of the EEC until such time as they comply with these regulations.

At the request of the relevant authorities, the exhibitor must attach an "exhibition sign" to exhibits without the prescribed CE coding clearly indicating that the exhibits concerned do not comply with GSG (Equipment Safety Code) requirements and may not be purchased in countries of the territory of the EEC until such time as they comply with the relevant regulations.

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 unauthorised switching processes occur whatsoever.

5.6.2.1. Safety devices

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

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

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

5.6.2.2. Test procedures

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

5.6.2.3. Operating prohibition

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

5.6.3. Pressure containers

5.6.3.1. Acceptance certificates

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

5.6.3.2. Testing

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

5.6.3.3. Hired equipment

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

5.6.3.4. Verification

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

5.6.4. Exhaust gases and vapours

Vapours 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 German Emissions Control Act valid at the given time.

5.6.5. Exhaust systems

Such vapours and gases as are flammable, toxic or merely unpleasant for event participants must be fed off via appropriate exhaust piping.

The ducting may only be installed by MMG or a contractor appointed by it. A ground plan indicating the required position of the ducting should be attached to the orders (forms in Exhibitors' Service Booklet or available from MMG's Technical Exhibition Services Division).

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

5.7.1. Compressed-gas and liquid-gas systems

The storage and use of compressed gas and/or liquid gas in the exhibition halls or on the exhibition grounds is not allowed without MMG's written approval.

See the Branddirektion München (Munich Municipal Fire Department) form in the Exhibitors' Service Booklet for further information.

5.7.1.1. Application for approval of compressed-gas cylinders

If liquid gas or other flammable gases in compressed-gas cylinders are required for the presentation of exhibits, written approval must be obtained by submitting the appropriate form in the Exhibitors' Service Booklet in good time. Compressed-gas cylinders must be protected against impact, falling over, unauthorised access and heat in accordance with the relevant accident prevention regulations. Compressed-gas cylinders should be stored in an upright position.

5.7.1.2. Use of liquid gas

Where liquid gas is used, only one 10-litre compressed-gas cylinder with contents weighing up to 11 kg may be installed.

5.7.1.3. Installation and maintenance

"The Code of Practice for Liquid Gas" TRF 88 (published in German by: DVGW Deutscher Verein des Gas- und Wasserfaches e.V. and DVG Deutscher Verband Flüssiggase e.V.) as well as the "Directives for the Use of Liquid Gas" ZH 1/455 (published in German by: Hauptverband der gewerblichen Berufsgenossenschaften) must be observed for the installation and maintenance of liquid-gas systems.

5.7.2. Flammable liquids

5.7.2.1. Storage and use

The storage and use of flammable liquids (see Flammable Liquids Directive valid at the given time) in the exhibition halls and on the exhibition grounds is prohibited without written approval to this effect. Approval for the storage and use of flammable liquids can only be granted in connection with the operation or demonstration of exhibits. See the Branddirektion München (Munich Municipal Fire Department) form in the Exhibitors' Service Booklet for further information.

5.7.2.2. Storage limits

Flammable liquid with a maximum net weight of 11 kg may be used for operating and demonstration purposes. If several containers need to be used, the total net weight may still not exceed 11 kg. At least one fire-extinguisher suitable and licensed for Fire Class C according to DIN 14406 and/or EN3 must be available on the stand.

5.7.2.3. Storage containers

The quantity required for one day must be stored in a clearly visible location in sealed, unbreakable containers, which must be secured against unauthorised access. The storage containers must be kept in non-flammable spill basins.

5.7.2.4. Storage location

Smoking is strictly forbidden at the storage location. Appropriate signs must be provided. Hand-held fire-extinguishers must be available.

5.7.2.5. Conditions to which operation is subject

Equipment operated or demonstrated with flammable liquids must be provided with non-flammable spill basins at all filling points as well as at all locations from which liquids can escape. Flammable liquids that have leaked out must be removed immediately from the basins and disposed of safely due to the potential risk of fire or explosion.

5.7.2.6. Pouring liquids into equipment

As pouring liquids into equipment is particularly dangerous, it should be done with extreme care and caution.

5.7.2.7. Empty containers

Empty containers that have been used for storing flammable liquids may not be kept or stored on the stand or in the hall. Only empty cylinders are allowed for devices and equipment that are not operated for demonstration purposes and must be clearly labelled as such.

5.8. Asbestos and other dangerous substances

The use of materials or products with an asbestos content or of any other dangerous substances is prohibited. The law for the protection against dangerous substances (Chemicals Act) valid at the given time in conjunction with the Chemicals Prohibition Directive valid at the given time and the Dangerous Substances Directive valid at the given time all apply in this connection.

5.9. Film, slide and television shows and other presentations

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

Rooms used for audiences, assemblies and other gatherings require special approval if they can hold more than 100 persons.

Rooms used for audiences, assemblies and other gatherings must have at least two exits in the immediate vicinity of the hall aisles. These exits should be located as far apart from each other as possible.

In rooms with rows of seats or tables and chairs, the aisles and exits serving such rooms must have a minimum clearance width of 1 m per 150 persons using them in an emergency. In rooms with fixed seating, aisles must be at least 90 cm wide, corridors at least 2 m wide and all other emergency routes at least 1.1 m wide. To the extent that in excess of 100 seats are to be arranged, a separate plan (seating plan to 1:100 scale) is to be produced indicating the total number of seats and total number of persons using each of the emergency routes. The application for approval must be submitted via the Branddirektion München (Munich Municipal Fire Department) form in the Exhibitors' Service Booklet.

Exits in rooms where films are shown must be lit adequately when such rooms are darkened (exit signs according to DIN 4844 or BGV A8). Curtains in the vicinity of the exits must end 10 cm above the floor and are to be provided with a clearly visible, white strip approx. 2 cm wide running along the vertical edges used for opening and closing.

Important to note: New legislation governing places of assembly (VStättV) will shortly be coming into force in Bavaria and will include provisions deviating from those mentioned above. Once in force, the new legislation is then authoritative.

5.10. Radiation protection

5.10.1. Radioactive materials

The use of radioactive materials is only possible with a special permit and MMG's approval. The permit must be applied for via the appropriate authorities in accordance with the Radiation Protection Directive valid at the given time and submitted to MMG at least 6 weeks prior to commencement of the given event. Insofar as a permit has been issued, the exhibitor must prove that the intended use of radioactive materials at the trade fair centre is covered by the permit concerned.

See the Branddirektion München (Munich Municipal Fire Department) form in the Exhibitors' Service Booklet for further information.

5.10.2. X-ray equipment and spurious radiation equipment

The operation of X-ray and spurious radiation equipment requires a special permit and MMG's approval. The Directive on the Prevention of Damage by X-rays (RöV) valid at the given time 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 Exhibitors' Service Booklet.

5.10.3. Laser equipment

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

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

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

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

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

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

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

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

The forwarding agents under contract to MMG, hereinafter termed "official forwarding agents", exercise sole forwarding agent rights at the trade fair centre e.g. transportation

of exhibits, stand structures, etc. to the stands incl. provision of any auxiliary equipment required as well as customs clearance for temporary or permanent importation purposes. Only official forwarding agents may be appointed to render forwarding agent services at the trade fair centre.

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

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

5.12. Musical reproduction

For all types of musical and audio-visual reproduction, subject to the provisions of the Copyright Act valid at the given time, permission is required from the German Performing Rights Society (GEMA). The application for GEMA approval can be submitted via the "GEMA/Usage of Music during Trade Fairs and Exhibitions" form in the Exhibitors' Service Booklet.

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

5.13. Beverage dispensing systems

For the installation and operation of beverage dispensing systems on the stand, the relevant statutory legislation, above all the provisions of the Beverage Dispensing Systems Directive valid at the given time, must be observed.

In accordance with Section 8 of the Beverage Dispensing Systems Directive, beverage dispensing systems may only be operated if the intention to operate such systems is notified in writing to the relevant licensing authority (District Administration Department of City of Munich, HA III/3) with 3 days notice at the latest and an appropriate certificate issued by an independent inspector is attached to such notification. Further information can be found on the "Registration of Beverage Dispensing Equipment/Notification of Intention to Serve Food and Beverages" form in the Exhibitors' Service Booklet.

5.14. Food supervision

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

As far as the commercial production 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 on the "Registration of Beverage Dispensing Equipment/Notification of Intention to Serve Food and Beverages" form in the Exhibitors' Service Booklet.

5.15. Disturbance due to exhibition goods

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

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

6. Environmental protection

MMG is committed to the protection of the environment.

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

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

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

6.1. Waste management

All persons generating waste at the trade fair centre are responsible for the correct, environmentally friendly disposal of same. All such persons have the option of taking the waste they generate with them and correctly disposing of same outside the trade fair centre or of commissioning MMG and/or contractors appointed by MMG to dispose of the waste on their behalf. Each person generating waste is obliged to comply with the regulations required by law and the relevant authorities as well as with the following provisions. Should the given person generating waste be working directly or indirectly on behalf of an exhibitor, the latter is then deemed to be responsible for this person's behaviour too. If the person generating waste fails to comply with the regulations required by law or the relevant authorities or with the following provisions, MMG is entitled to assert claims against the person concerned as well as against the exhibitor on whose behalf the person generating waste is directly or indirectly working. In such cases, the person generating waste and the exhibitor are deemed to be jointly and severally liable.

6.1.1. Waste disposal

Exhibitors and the contractors they appoint are obliged to do their utmost to avoid generating waste in all phases of the given event. This aim must be incorporated in the planning work and co-ordinated with all those involved. Such materials as are recyclable and pollute the environment as little as possible should be used for stand-building purposes.

In accordance with City of Munich regulations, commercial waste may only be disposed of at municipal dumps and waste incineration plants if it has been separated into the various waste groups. Recyclable materials must therefore be handed in for recycling. Special waste is not accepted and must be disposed of via special companies. All waste generated at the trade fair centre must therefore be collected in separate containers from the outset or arduously separated into recyclable, incineratable and other waste groups after the event.

Paper and cardboard waste are to be disposed of in the waste paper container, glass waste in the waste glass container and other recyclable waste in the recyclable waste container.

As far as non-recyclable waste is concerned (apart from special waste and the other waste mentioned under Item 6.1.2.), insofar as it is left at the trade fair centre and the person generating it does not take it with him and dispose of it outside the trade fair centre, the person concerned must order containers for non-recyclable waste against payment of a fee or buy appropriate waste bags and put the non-recyclable waste into them or, in the case of loose quantities of waste, register these with MMG, the Hall Inspectorate or with the relevant contractor appointed by MMG. Further information can be found on the Waste Disposal form and the information sheets on display at the Hall Inspectorate offices.

Should the person generating waste fail to meet his payment obligations vis-à-vis MMG in respect of waste disposal, MMG is entitled to assert claims against the person concerned as well as against the given exhibitor, insofar as the person generating waste is working directly or indirectly on behalf of the exhibitor concerned. Both are deemed to be jointly and severally liable.

6.1.2. Waste requiring special supervision

Each person generating waste is obliged to notify MMG of any special waste or other waste that by virtue of its nature, characteristics or quantity constitutes a particular danger to public health or the environment or is explosive or combustible, and to have it disposed of correctly by an appropriate contractor appointed by MMG. The waste materials concerned are above all as follows:

Oils, detergents, spray cans with contents, impregnating agents, chemicals, salts, mercury (e.g. contained in switches and thermometers), emulsions, acids, lyes, paints, adhesives, waxes, solvents (such as petrol, spirit, tri acetone, paint thinner, glycerine), batteries, rechargeable batteries, electric circuits, fluorescent tubes, PVC leftovers (e.g. floor and wall tiles), television and radio sets, motors, refrigerators, etc.

The same applies to the disposal of rubble, bulky waste items and carpeting.

A charge is raised for the disposal of such waste. Should the person generating waste not meet the payment obligations arising from the disposal of such waste, MMG is entitled to assert claims against the person concerned as well as against the given exhibitor, insofar as the person generating waste is working directly or indirectly on behalf of the exhibitor concerned. Both are deemed to be jointly and severally liable.

6.1.3. Waste brought on to the trade fair centre

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 on to the trade fair centre.

6.2. Water, waste water, ground protection

6.2.1. Oil/Grease separators

Waste water fed into the sewers may not contain more pollutants than is usual for the waste water produced by private households.

Oil/Grease separators are required if such oily/greasy waste water as exceeds this level has to be fed into the sewers.

As far as mobile catering facilities are concerned, all waste grease and oil must be collected and disposed of separately.

Any exhibitors manufacturing, processing or demonstrating oily or greasy goods or operating a commercial dish-washer with a duty cycle of 2 minutes maximum on their stands, must drain off any waste water generated via grease separators.

6.2.2. Cleaning/Detergents

MMG organises the cleaning of the exhibition grounds and the aisles in the halls. The exhibitor is responsible for cleaning his stand, which must be carried out and completed every day prior to the commencement of the given fair or event. If the exhibitor does not have the cleaning work performed by his own personnel, he is only allowed to appoint MMG-licensed contractors for such purposes. Any non-MMG-licensed cleaning contractors will be asked to leave the exhibition area.

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

6.3. Environmental damage

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

As of September 2004

Messe München GmbH