

# Special Terms of Participation (B)

The General Terms and Conditions of Participation A and the Technical Guidelines of Messe München GmbH shall apply, insofar as the present Special Terms of Participation do not contain any provisions in derogation thereof. Messe München GmbH's Covid-19 prevention and hygiene measures also apply.

## Duration:

Tuesday, 27 to Friday, June 30, 2023

## Opening hours visitors:

Tuesday to Thursday 09:00 – 17:00  
Friday 09:00 – 16:00

## Organizer and financing body:

Messe München GmbH  
Am Messesee 2  
81829 München  
Germany

Tel. +49 89 949-11518  
Fax +49 89 949-11519  
info@world-of-photonics.com  
world-of-photonics.com

All prices indicated below are net and subject to applicable value-added tax.

## B 1 Application

Applications should be filed online at world-of-photonics.com or by using this form, duly completed and signed with a legally binding signature, and submitted to Messe München GmbH as soon as possible.

Start of space allocation is **Monday, August 1, 2022.**

## B 2 Eligibility

Admissible as exhibitors are all German manufacturers; all manufacturers from abroad or their German branch establishments; main importers; specialist dealers or service companies authorized by manufacturers; and those firms that are authorized by a manufacturer's works to exhibit its products. Main importers and authorized specialist dealers may only display exhibits from manufacturers which are not represented at this trade fair/exhibition themselves.

All exhibits must correspond to the product index of the respective trade fair/exhibition and be designated by name and exact type in the application. Objects other than those declared and admitted must not be exhibited. The Messe München GmbH exhibition organizer has the final decision on admission.

Organizers of joint stands are not exhibitors as defined by the "Special Terms of Participation (B)."

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

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

### In the hall

<b>Row stand</b>	(1 side open)	<b>EUR 239</b>
<b>Corner stand</b>	(2 sides open)	<b>EUR 269</b>
<b>End stand</b>	(3 sides open)	
	4 to 100 m <sup>2</sup>	<b>EUR 279</b>
	from 101 m <sup>2</sup>	<b>EUR 270</b>
<b>Island stand</b>	(4 sides open)	
	4 to 100 m <sup>2</sup>	<b>EUR 290</b>
	from 101 m <sup>2</sup>	<b>EUR 280</b>

### Two-story stand construction

On two-story constructions, the upper floor space is charged at **80%** of the respective ground floor rate.

The participation fee covers the stand space rental and moreover comprises extensive services provided by Messe München GmbH, which include in particular: advice on stand planning, advice on the technical conditions and requirements on site regarding stand design, advice on setting up and dismantling the stand, concept and public relations work for the fair, visitor marketing and visitor acquisition for the fair, preparation and organization of trade-fair related opening events, press conferences, presentations and exhibitor evenings, insofar as these are organized by Messe München GmbH, the preparation and implementation of forums and special shows, insofar as these are organized by Messe München GmbH or third parties on behalf of Messe München GmbH, the provision of exhibitor passes for authorized persons in accordance with clause B 12 "Exhibitor passes," the lighting, heating and air-conditioning of all the exhibition spaces, basic guard service for the event site, regular cleaning of general areas, the provision of loudspeaker systems used for informing visitors to the fair, and other visitor information systems including signage, the provision of visitor lounges, meeting rooms and catering facilities for exhibitors, visitors and the press within the exhibition premises, the deployment of first-aid personnel; as well as traffic routing to and within the event site.

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

### Combination packages



**Combination package  
Innovation**



**Combination package  
Table Top**

	Innovation	Table Top
<b>Stand space</b>	<b>12 m<sup>2</sup></b>	<b>4 m<sup>2</sup></b>
Stand setup and dismantling	▲	▲
Carpeting blue incl. protective foil	▲	▲
Daily stand cleaning	▲	▲
3 kW electrical connection incl. electricity	▲	▲
Lighting	▲	▲
1 lockable cubicle, with coat rack and waste basket	▲	OPTIONAL: table display case with bar stool OR table with 2 chairs
1 table showcase	▲	
1 table with 4 chairs	▲	
1 inclined shelf	▲	
Company sign with max. 15 letters	▲	▲
Mandatory communication fee	▲	▲
Fixed-rate waste disposal fee	▲	▲
AUMA charge	▲	▲
Advance payment for services	▲	▲
<b>Price:</b>	Row stand: EUR 5,690 Corner stand: EUR 6,490	EUR 2,750

#### Mandatory communication fee

Exhibitors will be charged a mandatory communication fee amounting to **EUR 745**. This fee includes the basic entry in the trade fair media (print, online cf. B 11 Media services) plus one copy of the visitor guide (hand-out on site at the fair). It also covers the basic entry in the visitor guide and other communication services as set out in provision B 11 "Media services (Print—Internet)." Exhibitors can book other entries in the respective advertising media for extra charges. Prices for the additional listing and promotion opportunities are given on the respective order forms, which will be sent to exhibitors by the media services partner contracted by Messe München GmbH.

#### Advance payment

The advance payment for exhibitor services ("Advance payment," cf. A 7) is **EUR 20/m<sup>2</sup>** of rented exhibition space.

#### AUMA charge

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

#### Fixed waste-disposal fee

The mandatory, flat-rate waste disposal fee in the amount of **EUR 4.90/m<sup>2</sup>** is to cover the disposal of all waste generated at the exhibitor's booth during setup and dismantling and throughout the duration of the trade fair. The disposal of production waste, entire stand elements and complete exhibition stands is not covered by this fee.

#### Energy cost surcharge

An energy cost surcharge of **EUR 5/m<sup>2</sup>** of rented exhibition space will be charged. In principle, the participation fee includes the costs for lighting, heating and air conditioning of all exhibition spaces. Due to the recent sharp rise in energy prices, Messe München GmbH is forced to charge this energy cost surcharge in addition.

The energy cost surcharge will be added to the all-inclusive price for combination packages.

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## B 4 Co-exhibitors/additionally represented companies

The participation of companies as co-exhibitors/additionally represented companies (cf. A 4) is on principle possible. Participation, however, is subject to Messe München GmbH's prior authorization. The registration fee for co-exhibitors/additionally represented companies is free of charge. Permission to participate may be granted only if the co-exhibitor/additionally represented company would also be eligible to participate as an exhibitor. However, a registration fee in the amount of **EUR 845** will be levied for each co-exhibitor. The registration fee includes the mandatory communication fee. The mandatory communication fee for each co-exhibitor includes the same services as for the main exhibitor (cf. B 3, B 11).

All co-exhibitors/additionally represented companies must be registered by the main exhibitor on a separate form.

For each additionally represented company, there is a mandatory communication fee of **EUR 845** which will include the company, address and communication data for the additionally represented company concerned.

For each co-exhibitor without Messe München GmbH admission and every single additionally represented company without Messe München GmbH admission, Messe München GmbH is entitled to demand a penalty charge of **EUR 1,000** from the exhibitor. Furthermore, Messe München GmbH may demand that co-exhibitors and additionally represented companies without Messe München GmbH's authorization vacate the stand. Should the exhibitor fail to promptly comply with Messe München GmbH's vacation demand, Messe München GmbH has the right of extraordinary cancellation in respect of the contractual relationship between Messe München GmbH and the exhibitor.

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

The planned mailing date for the admission invoice is in summer 2022. The amounts invoiced in all invoices issued by Messe München GmbH in connection with the event are to be transferred in euros, without deductions and free of all charges to one of the accounts specified in the respective invoice, indicating the customer number. The times of payment specified in the invoices are binding and are to be complied with. Please note: **Exhibitor passes will only be dispatched online after receipt of payment of the admission invoice.** The invoice for all additional costs (e.g. lettering, technical services,

electricity) will be sent to the exhibitor after the end of the event; it is to be paid by him immediately upon receipt. Should the exhibitor wish to have an invoice re-issued because the name, legal form or address of the invoice recipient has changed, the exhibitor is bound to pay Messe München GmbH a fee of **EUR 50** for each invoice amendment, unless the data included in the original invoice in respect of the name, legal form or address of the invoice recipient was incorrect and Messe München GmbH was responsible for the incorrect data.

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

### Setup

June 24 and 25, 2023, each 07:00 – 23:00  
June 26, 2023, 07:00 – 18:00

### Note:

An early setup for LASER World of PHOTONICS 2023 can be offered. This is subject to a fee and can be requested via the TAS2.

Truck check-in during setup:

Trucks over **7.5 tons** must register at the truck (LKW) check-in on site. Further information will be made available with the traffic guide.

On the last day of setup, June 26, 2023, all delivery and stand-construction vehicles must be removed from the halls by 20:00 at the latest. Vehicles which are still in the halls after this time will be removed by Messe München GmbH at the risk and expense of the respective exhibitor. Furbishing work and decoration in the exhibitor's own stand space is possible until 20:00.

An extension of the setup time is permissible only in exceptional cases and with the prior written consent of Messe München GmbH, Technical Exhibition Services Division.

### Dismantling

June 30, 2023, 16:00 – 24:00  
July 1, 2023, 07:00 – 23:00  
July 2, 2023, 07:00 – 18:00

Access to the fairgrounds for stand construction firms and delivery vehicles after the end of the event, but not before 18:00.

An extension of the dismantling time is permissible only in exceptional cases and with the prior written consent of Messe München GmbH, Technical Exhibition Services Division.

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## B 7 Stand design and equipment

Stand designs for two-story constructions, for stands larger than **100 m<sup>2</sup>** or stand structures exceeding **3 m** in height or with a stand covering require prior authorization. Dimensioned drawings including floor plans and elevations on a scale of 1:100 must be submitted in duplicate to Messe München GmbH, Technical Exhibition Services Division, for approval no later than 6 weeks before setup begins.

### Halls, general

One-story construction

The maximum construction height is **6 m**. The maximum advertising height (upper edge) is **7.50 m**.

Two-story construction

The maximum construction height is **6 m**. The maximum advertising height (upper edge) is **7.50 m**.

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

The partition walls facing the neighboring stand must be kept white, neutral, free of installations and clean above a height of **2.50 m**. It is recommended that exhibitors install partition walls (height **2.50 m**) as demarcation to neighboring stands. Messe München GmbH supplies partition walls only at the request and expense of the exhibitor. Partition walls or additional cabin walls (height **2.50 m**) can be ordered in the Exhibitor Shop. In the case of advertising structures directly facing adjoining stands, there must be a minimum distance of **2 m** to the stand perimeters. Flashing or changing lights must not be used for advertising purposes. The stand design must be adapted to suit the type of rented stand (row, corner, end, island stand), e.g. by partition wall systems. The exhibition stand should also meet the character of the respective trade fair to preserve the visual identity of the event. Messe München GmbH is entitled to demand changes in stand design on this account.

### Stand construction approval

As a matter of principle, every planner/designer of an exhibition stand is responsible for compliance with public statutory regulations, insofar as applicable to exhibition stands, and compliance with Messe München GmbH's Technical Guidelines as well as the General Terms of Participation. No approval of plans from Messe München GmbH is necessary given compliance with the following requirements:

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

Any stand concepts in non-compliance with the aforementioned requirements are to be submitted in duplicate for approval to Messe München GmbH's Technical Exhibition Services Division, containing to-scale stand design plans (ground plan, elevations and sectional drawings) no later than 6 weeks prior to official setup date. If items are to be suspended from the hall ceiling, the work involved must be carried out by Messe München GmbH's contractors. The placing of motor vehicles of any kind anywhere in the stand area for exhibition or decorative purposes is generally prohibited and is permissible only in exceptional cases with the prior written consent of the Exhibition Management. Moreover, multi-story stands and special constructions (such as bridges, stairs, cantilever roofs, galleries, etc.) are as a general rule subject to separate approval. Please consult the "Building Regulations" set out under "Leaflets—applications" in the Exhibitor Shop for further information. **Please note under all circumstances the requirements set out in the Technical Guidelines and the information included in the individual notices.** For further processing, the exhibitor service forms for ordering additional stand services will be made available to you online via our Exhibitor Shop in due time, or sent to you per e-mail.

The erection of closed walls is permitted if they account for no more than max. **70%** of the given side wall of the stand, whereby a closed wall may not exceed a length of max. **6 m**. A closed wall **6 m** in length must be followed by an opening with a width of at least **2 m**. This requirement no longer applies if a setback of at least **2 m** to all stand perimeters is observed.

## B 8 Technical installations

The technical services designated in the Technical Guidelines, such as the provision of installations to supply the stand with electricity and water, can be ordered only from Messe München GmbH. Wired telecommunications equipment may be provided only by Messe München GmbH; Deutsche Telekom AG and other network operators are not authorized at the exhibition center. To

connect its own stand area, the exhibitor may operate its own wireless LAN network at its stand after prior written approval from Messe München GmbH; the specifications of Messe München GmbH must be complied with. Technical services should be ordered no later than **Wednesday, May 17, 2023**.

## B 9 Use of equipment

Only cranes, fork-lift trucks and working platforms that have been provided by the responsible Messe München GmbH service partners may be used. In

special cases, permission must be obtained from Messe München GmbH's Technical Exhibition Services Division.

## B 10 Sales regulations

Open selling or other provision of goods and services at the stand is not permissible. Exhibited articles may be delivered to purchasers only after the end of the fair. It is not permissible to openly show the selling price. Under

No. 64 GewO (German trade regulation act), it is permissible to sell only to commercial resellers, commercial consumers and bulk purchasers.

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## B 11 Media services (Print—Internet)

The mandatory communication fee for exhibitors, co-exhibitors and additionally represented companies includes the following media services:

- Entry with address and communication data, hall and stand number in the LASER World of PHOTONICS Visitor Guide and in the exhibitor portal
- 3 entries (without logo) in the product directory in the exhibitor portal
- 2 entries (without logo) in the list of applications in the exhibitor portal
- Teaser text (approx. 80 characters German and English) in all exhibitor lists and the exhibitor profile in the exhibitor portal
- Company text (800 characters German and English) in the exhibitor profile in the exhibitor portal
- Social media links in the exhibitor profile in the exhibitor portal
- Digital contact form in the exhibitor profile in the exhibitor portal
- Entry with stand name and stand number (without logo) in the online hall plan and on the notice board in the hall

Exhibitors may book additional listings, for example in the product directory and other presentation opportunities in these communication media via a separate order process. These additional booking options will be made available to applicants in due course by the official media services partner. The media services partner will handle the extra listings directly with the applicant in its own name and on its own account. Messe München GmbH assumes no responsibility for the accuracy and completeness of the trade fair media (print, online).

The exhibitor is solely responsible for the permissibility under law—and particularly the law on competition—of entries placed in the trade fair media (print, online and mobile) of Messe München GmbH at the instigation of the exhibitor. Should third parties assert claims against Messe München GmbH on account of the impermissibility of the entries under law in general or the law on competition, the placer of the entries shall hold Messe München GmbH fully safeguarded against all claims asserted including all costs of any necessary legal defense on the part of Messe München GmbH. The same applies to entries from exhibitors, co-exhibitors and exhibitors on joint stands that the respective exhibitor has arranged in the Messe München GmbH trade fair media (print, online).

The official media services partner for this trade fair is:

jl.medien GmbH  
Inselkammerstraße 5  
82008 Unterhaching  
Germany  
Tel. +49 89 666166-24  
info@world-of-photonics-media.com

## B 12 Exhibitor passes

For the duration of the fair, each exhibitor receives a specific number of free exhibitor passes for its stand:

### In the halls

stands of up to <b>4 m<sup>2</sup></b>	1 exhibitor pass
stands of up to <b>12 m<sup>2</sup></b>	2 exhibitor passes
stands of up to <b>20 m<sup>2</sup></b>	3 exhibitor passes
from <b>21 m<sup>2</sup></b> for every further <b>20 m<sup>2</sup></b> or part thereof	1 exhibitor pass (additional)

Additional exhibitor passes will be available starting approx. February 2023 for **EUR 56** each. Exhibitor passes are intended solely for stand personnel and can be ordered via the Exhibitor Shop, and must not be passed on third parties. In case of abuse, Messe München GmbH is entitled to withdraw the exhibitor pass.

The number of exhibitor passes does not increase for co-exhibitors. Co-exhibitors will not obtain free exhibitor passes.

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

## B 13 Communication/Circular letters

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

## B 14 Noise, sound effects

Demonstrations of machines, video, music, stage shows, etc. during the event (see opening hours) require the prior authorization of Messe München GmbH and must be conducted in such a way that no other exhibitors are disturbed or adversely affected. Accordingly, loudspeakers and other acoustic amplifiers/sound systems must be turned towards the exhibition stand and may not echo off neighboring stands or aisles. The sound level may not exceed **70 dB (A)**

at the stand perimeter (see also Technical Guidelines 4.7.7, 5.8.1 and 5.15). Messe München GmbH reserves the right to limit or prohibit demonstrations of any kind—irrespective of previous authorization—causing noise, optical disturbances or for other reasons constituting a hazard or impairment to the event and especially to event participants. The relevant statutory provisions must be observed.

## B 15 Photo, film and video shooting (cf. A 10)

For professional photo and film shots of the exhibitor's own stand during the running time of the fair, authorization is required from Messe München GmbH. All information on this will be published in the Exhibitor Shop in the corresponding leaflet.

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## B 16 Evening events

Evening events on the exhibition stand require authorization by Messe München GmbH and must be notified by June 6, 2023 at the latest. Events on June 27, 28 and 29, 2023 may start at 17:00 and must end no later than 22:00. Until 22:30, the necessary clearing-up work may be undertaken on the stand area. By 23:00 at the latest, all persons must have left the fairgrounds. The exhibitor is responsible for ensuring that the attendees of his evening event do not access other trade fair booths or touch any exhibits located there. The exhibitor is to ensure that the attendees of his evening event follow the instructions of the safety and security service employed by Messe München GmbH.

The minimum scope of the safety and security services necessary is determined by Messe München GmbH. The exhibitor indemnifies and holds Messe München GmbH harmless in connection with the evening event.

The services provided by Messe München GmbH in connection with each evening event are charged to the exhibitor in the final invoice.

To ensure a smooth, uninterrupted event, we recommend that you consult with your booth neighbors of the planned party in advance. Please note that the volume of musical renditions on the stand may not exceed **70 dB (A)**.

## B 17 Deliveries

Consignments, letters and other mail to be delivered to the exhibitor's stand must carry the following details:

- Name of the event
- Hall (designation: A, B or C as well as the number of the hall (1–6))
- Stand number of the exhibition stand
- Name of the exhibitor
- Contact person on site (exhibitor side)
- Am Messeseesee 2, 81829 Munich, Germany

Messe München GmbH does not take delivery of consignments, letters and other mail intended for exhibitors or third parties. Exhibitors are advised not to deposit shipments or other objects unsecured in the hall or the outdoor exhibition area during setup and dismantling times.

Services with regard to the receipt and dispatch of consignments are offered by the authorized freight forwarders at the exhibition center.

## B 18 Restoration of exhibition areas

All exhibition areas must be handed over to Messe München GmbH's Technical Exhibition Services Division in their original condition by the stipulated date for

completion of dismantling. To this end, the areas must be registered in good time with the Technical Exhibition Services Division for inspection and approval.

## B 19 Contractual penalty

If the exhibitor culpably violates the above-mentioned regulations (Terms of Participation A and B), after an unsuccessful, disciplinary warning, Messe München GmbH is entitled to claim a contractual penalty of **EUR 500** per day.

## B 20 Alterations

Messe München GmbH reserves the right to make alterations and additions in matters affecting technical handling and safety.

Messe München GmbH also reserves the right to amend and supplement its Covid-19 prevention and hygiene protocols; exhibitors will be informed of any changes in good time.