



MESSE  
MÜNCHEN



## Order Forms for Exhibitor Services 2022



**Closing date for applications:**  
**Six weeks before the start of the official setup**

Messe München GmbH  
Messegelände  
81823 München, Germany

**Set-up times:\***

Friday, May 06, 2022 to Monday, May 09, 2022  
daily from 7:00—22:00 through  
Tuesday, May 10, 2022, 7:00—18:00

**Dismantling times:\***

Friday, May 13, 2022 from 18.00 through  
Monday, May 16, 2022, 18:00

**TAS (Technical Exhibition Services) team responsible:**

Technical Organization and Coordination  
Technical Exhibition Services – Department TAS 2  
Tel. +49 89 949-21135  
Fax +49 89 949-21139  
TAS2@messe-muenchen.de

**All setup work will be carried out by the Technical Exhibition Services Division (TAS) of Messe München GmbH and by its contracting firms. Please submit your order forms and sketches immediately—six weeks before the start of the official setup at the latest. Messe München GmbH reserves the right to charge an additional fee for late orders.**

## ■ Stand setup and dismantling

The dates for setting up and dismantling will be fixed together with the organizer and may also be requested from the Technical Exhibition Services Division before the beginning of the event.

## ■ General Terms and Conditions governing the construction of stands

Unless explicitly stated otherwise by the organizer, the following general terms and conditions regarding stand construction shall apply:

### a) Stand design, height of structures and advertisements

A construction height of 6 m must not be exceeded at the edge of the stand to the neighbour.

At a distance of 2 m from the stand neighbours, construction may be carried out up to a height of 7.5 m. The height of the stand must not be exceeded. The construction height of 7.5 m is not possible at all locations.

On sides of the aisle, at least 30% of the front must be open; after a maximum of 6 m, there must be a passage at least 2 m wide or a transparent front.

In the case of walls with a width of more than 6 m, the written consent of the neighbouring stand owner must be obtained.

The backs of stand walls facing neighboring stands must be kept neutral, white, free of installation materials and clean above a height of 2.5 m. All exhibitors are advised to erect partition walls (height: 2.5 m) on the stand perimeters bordering on neighboring stands. Partition walls are only erected at the request and expense of the given exhibitor. Orders for such walls and/or additional booth or cabin walls (height: 2.5 m) should be submitted with forms 2.12 to 2.14. For advertising structures, a minimum distance of 2 m to neighboring stands must be observed, unless the advertising media is in no way directed toward the adjoining stand. Flashing or changing lights must not be used for advertising purposes.

The stand design must be adapted to suit the stand type rented (island, end, corner or row stand). Exhibitors must give due consideration to the character and image of the trade fair or exhibition concerned. Messe München GmbH is entitled to prescribe appropriate changes in stand design in this context.

### b) Planning permissions

Each installer/operator of an exhibition stand is individually responsible for its structural design, installation and operation, as well as for compliance with all legal stipulations applying to exhibitions and fairs, and with the Technical Guidelines and Terms of Participation set out by Messe München GmbH.

No planning permission from Messe München GmbH is required given compliance with the following conditions:

- height of stand and/or advertising structures no more than 3 m
- size of stand less than 100 m<sup>2</sup>
- no canopies or other stand coverings.

Such stand concepts as deviate from the above-mentioned requirements must be submitted for approval to Messe München GmbH's TAS, containing to-scale stand design plans (ground layouts, elevations and sectional drawings) no later than six weeks prior to the official start of the stand setup period (by e-mail, as pdf-files or by mail). If items are to be suspended from the hall ceiling, the work involved must be carried out by Messe München GmbH's contractors. The same applies for any painting, papering and gluing work. Nails may be inserted only in the built-in nailing battens. The use of staple guns is strictly forbidden for safety reasons. 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 in form 1.3 for further information.

**Please note under all circumstances the requirements set out in forms 1.1 to 1.3, the Technical Guidelines and the information included in the individual notices.**

### c) Fire regulations

In the case of one-story structures, stand covers or canopies < 30 m<sup>2</sup> may be used after consultation with the TAS division. If larger areas are to be covered, a sprinkler system (see form 5.3) must be installed.

Different regulations apply to Hall B0 and entrance buildings. Please contact the TAS division for further information.

Any materials used for stand covers or for decorative purposes must be at least flame-retardant (in compliance with DIN 4102 or DIN EN 13 501-1). The appropriate proof that they have been tested must be submitted to the TAS division. For safety reasons and as stipulated by the Munich Fire Department (Branddirektion München), electrical distribution systems, fire extinguishing equipment, hydrants, etc. must not be obstructed and must be freely accessible at all times during the fair or event.

Please check the plan of the halls that has been sent to you. If you so desire, you can request an enlarged section of the plan from Messe München GmbH's TAS division.

For more detailed information, please refer to the notice "Fire Protection Measures at Trade Fairs and Exhibitions" as well as form 1.2 of the Order Forms for Exhibitor Services.

## ■ Hall floors, ceilings and walls / Outdoor exhibition area

Hall floors must **not** be painted. It is not permitted to glue any kind of floor covering to plastic studded or natural stone floors; adhesive fixing of floor coverings to hall floors is permitted only with doubled-sided adhesive fabric tape. After the end of the trade fair floor coverings and adhesive tapes must be removed again. Joints to hall walls, ceilings and floors may under no circumstances be damaged by cutting or foundation works or similar. Drilling and the attachment of bolts or anchorages to floors (anchoring of special exhibits to hall floors see form 11.6), walls or ceilings is not permitted. Precise plans of the position of anchorages for tents, guy ropes, flag poles and other earth works in the outdoor exhibition area must be submitted to the TAS division for written approval. No excavations of any kind in the exhibition grounds are permitted without written authorization.

### Important note:

**Leaking oil corrodes the asphalt surfacing. The exhibitor shall bear the cost for repairs to soiled or damaged surfaces.**

## ■ Official regulations and permits

The exhibitor and any stand-building company commissioned by him are obliged to adhere to the regulations in force concerning labor relations and social security.

In particular they must observe the regulations relating to social security contributions, including those for part-time or temporary employment (registration, social security card).

**Notification must be given of welding, cutting and soldering work and all other work with a naked flame.**

**Depending on stand construction and/or structural layout, connections to a grounded conductor may be required in accordance with VDE regulations (see also Guidelines on Electrical Installation in Exhibition Stands).**

Outflow into the sewer system must not contain contaminants in excess of normal household levels. Wastewater containing **oils or greases** in excess of these levels (e.g., from production refuse, commercial dishwashers, etc.) must be treated with **oil/grease traps**.

**Radio antennas** may be installed only by a contracting firm with the consent of the Messe München GmbH.

In accordance with the corresponding EMC/EMI directives currently in effect, proof of compatibility for the devices being used in the building / area must be produced in order to avoid mutual interference with respect to the operation of radio systems or any equipment with high-frequency emissions.

Radio systems must accordingly have an appropriate frequency spacing with regard to the frequencies/applications already in use on the exhibition grounds. A radio frequency plan of the Munich Exhibition Center can be obtained on request from the TAS division.

As set out in the General Terms and Conditions for Participation 5.6 and 5.9, prior written permission must be obtained from Messe München GmbH for any demonstrations, **acoustic advertising**, or the use of machinery and equipment. These must be such as to cause no disturbance to neighboring exhibitors. Messe München GmbH shall be entitled to prohibit any demonstrations that endanger or adversely affect the fair (such as through noise) to any considerable extent, notwithstanding the fact that prior permission has been granted. Official regulations must also be observed. **Form 1.2** provides information on **fire protection measures** and lists equipment and plant which must be registered with and permission obtained from the Städt. Branddirektion (Municipal Fire Department).

### ■ Work permits

If the setting up and dismantling of exhibition stands is to be performed by employees who are neither German nationals in the sense of Article 116 of the German Constitution, nor citizens of a member state of the European Union, such persons require a work permit issued by the Federal Institute of Employment. This does not apply to employees who retain their residence abroad while setting up or dismantling trade fair stands belonging to their foreign employer.

The work permit must be requested from the Arbeitsamt München (Munich Employment Office), Kapuzinerstrasse 26-30, 80337 München, Germany, or, if it is already planned to make use of foreign employees, from the Landesarbeitsamt Südbayern (South Bavarian Regional Employment Office), Thalkirchner Str. 54, 80337 München, Germany, in good time to allow a decision to be reached before the start of the employment for the said purpose. Personal applications can be made at the branch of the Employment Office at Geyerstrasse 32.

It is an offence under Section 404 Para. 2 of the 3rd Book of the German Code of Social Law (SGB III), either wilfully or negligently

- in contravention of Section 284 Para. 1 Sentence 1 of the SGB III to carry on an occupation as a non-German employee without a work permit,
- in contravention of Section 284 Para. 1 Sentence 1 of the SGB III to make use of a non-German employee without a work permit.

Such infringement is punishable by a fine of up to EUR 5,000.00 for the employee and EUR 250,000.00 for the employer. Approval must be obtained from the responsible authority for work on Sundays or bank holidays and for night work.

### ■ Delivery of goods consignments

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

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

Please note that Messe München GmbH staff will not accept receipt of goods consignments intended for exhibition stands / third parties.

### ■ Driving motor vehicles on the exhibition grounds

- a) Persons driving motor vehicles of any kind on the exhibition premises shall do so at their own risk. With the exception of the special cases mentioned under item b) no vehicles shall be driven on the premises while the event is up and running. During the assembly and dismantling of stands, cars and trucks may enter the grounds for unloading and loading purposes only.

During the stand setup and dismantling periods, parking spaces are available for cars / trucks, vans, trailers, containers, etc. (see item **Long-term parking spaces** below).

For safety reasons, and to guarantee the smooth handling of unloading and loading operations, cars are to be parked outside the loading yards during the stand setup and dismantling periods.

- b) Essential **deliveries** may be made at the gable ends of the halls for the duration of the trade fair, with **each delivery period** lasting **no more than one hour**.

On payment of a deposit of EUR 100.00, you will be issued a pass by the security staff at the open gates for a limited period. The gates in question will be indicated in the **Exhibitor Traffic Guide**, sent to you separately. This limited entrance pass will give you access to the grounds for one hour to unload your goods at the hall or take physically handicapped colleagues to the exhibition center. As access to the loading yards disrupts event operations, **deliveries via the loading yards may be made daily but only up to one hour prior to the commencement of the trade show and after it has finished in the evening. For this reason, all delivery vehicles must have vacated these yards by no later than one hour prior to the commencement of the exhibition.**

Given compliance with the departure time stipulated, your deposit will be returned to you upon your departure (please ensure that the entrance permit is displayed in a clearly visible location behind the windscreen).

If you do not depart by the departure time stipulated, the deposit of EUR 100.00 will be forfeited. Additionally, your vehicle will be removed from the grounds at your expense. Please inform your staff, stand personnel and suppliers accordingly. If service or repair work takes longer than this, a special pass can be obtained from the TAS division.

**Entry to the grounds is not possible on the last day of the trade show from 12:00 (noon) until the official stand dismantling period commences.**

### ■ Long-term parking spaces

#### For passenger cars

Parking on the exhibition site is not permitted. Illegally parked vehicles will be towed away at the owner's cost. Long-term parking permits can be ordered with **order form 8.2**.

#### For trucks

Parking spaces in the vicinity of the exhibition grounds will be available for your vehicles during the trade show. Detailed information about parking facilities will be made available to exhibitors by separate mail in good time before the start of the event. Long-term parking permits for trucks can be ordered with **order form 8.2**.

### ■ Alterations

**Messe München GmbH reserves the right to make alterations with respect to technical organization and safety.**

## ■ Operating Instructions

First, please enter your master data. Then select an order form from the list of contents. Complete the relevant form, ensuring that any additional pages are duly completed as well. Print out the form, then sign and legalize it with your company stamp.

Send the completed form by mail to the address indicated.

### Important notes

The completed forms can be saved using the free [Adobe Acrobat Reader](#) program from Version 8 or via the purchasable full version of Adobe Acrobat.

By using bookmarks, you can directly access the form required. Click on the bookmark button or on the text in the palette to directly access a subject using the respective bookmark.

In the list of contents, all completed forms will be automatically identified by a green check mark.

If you have any queries, please contact our

**Customer Interaction Center** by phone +49 89 949-20720 or at [info@messe-muenchen.de](mailto:info@messe-muenchen.de).

## ■ Input of Master Data

Please enter your master data here – this will then automatically appear on all your order forms.

You can also correct your entries on the individual order forms at any time. These changes will also be automatically saved to the master data file.

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Exhibitor

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VAT no.

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Street / P.O. Box

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Country / Town / Postcode

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Hall / Stand no.

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Outdoor exhibition area / Block

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Contact

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E-mail

---

Tel. with area code and ext.

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Fax with area code and ext.



## ■ Closing date: 6 weeks before the start of the official set-up

Orders must be received by the above date at the latest. The exhibition management accepts no responsibility for fulfilling orders received after this date.

Messe München GmbH reserves the right to charge an additional fee for late orders.

Payment of the participation fee is a precondition for the processing of orders submitted.

### Important Information

- Plan of the Service Facilities
- Notice Description of Halls and Outdoor Exhibition Area
- Notice on Electrical Installation Work on Exhibition Stands ●
- Notice on Fire Protection Measures at Trade Fairs and Exhibitions ●
- Notice on Installation of Sprinkler-Compatible Materials and Fabrics ●
- Notice on Hall Ceiling Suspension Systems  
(incl. Safety Details Relevant to Means of Attachment) ●
- Notice on Two-Story Stand Construction ☆
- Notice on Use of Lifting Equipment ☆
- Notice on Prohibited Means of Transport ●
- Notice on Photography and Filming Permission
- Notice on Use of Glass in Stand Construction Design Inside Exhibition Halls ☆

### Invoice Recipient

- Invoice recipient—Required details for invoicing ●

### 1. Information about Stand Construction

- 1.1 Contractor Authorization/Stand Construction Registration ●
- 1.2 Application for Preventive Fire Protection Measures ●
- 1.3 Application for Special Stand Designs ●
- 1.4 Notification of Stand Catering  
Serving of Food/Operation of Beverage Dispensing Equipment ●
- 1.5 Registration of Laser and X-Ray Equipment ☆

### 2. Stand Constructions /Partitions

- 2.12 Wood Partitions
- 2.13 System Partitions

### 3. Electrical Installation

- 3.1 Main Electrical Connection, Halls

### 4. Suspension Units /Rigging

- 4.1 Suspension Units, Halls ●
- 4.3 Lighting and Truss Systems

### 5. Sanitary Installations /Sprinklers /Compressed Air

- 5.1 Water and Sanitary Connections ●
- 5.3 Sprinkler Installation in the Halls ☆
- 5.4 Compressed Air/Vacuum Connection ☆
- 5.6 Vapor and Flue Gas Extractors in the Halls ☆
- 5.8 Grease Trap ☆

### 6. Information /Telecommunications Services

- 6.0 General Terms of Business for Information and Communications Services ●
- 6.1 Telephone/Fax ●
- 6.2.1 Internet Access Halls ●
- 6.2.3 Internet Access, Additional Services ●
- 6.5 Ground Plan for Information/Telecommunications Services ●
- 6.7 Exhibitor's Own WiFi Network / Registration ●

### 7. Cleaning/Waste Disposal

- 7.1 Stand Cleaning /Services ●
- 7.2b Waste Disposal Fee ●

### 8. Parking Permits and Munich Public Transport (MVV) Tickets

- 8.2 Parking Permits Trade Visitors
- 8.3 Munich Public Transport (MVV) Tickets

### 9. Security/Guard Service

- 9.1 Stand Security Service ●

### 10. Forwarding Services

- 10.1 Mobile Cranes and Lifting Vehicles/Storage of Goods ●
- 10.2 Working Platforms ●

### 14. Catering /Tableware

- 14.1 Catering Services, Able Catering GbR | Josef Able & Söhne
- 14.2 Catering Services, Käfer Service GmbH
- 14.3 Catering Services, Kuffler Catering Service GmbH & Co. KG
- 14.4 Catering Services, WL Coffee&Stuff GmbH
- 14.5 Catering Services, Stürzer Catering GmbH
- 14.6 Rental of Tableware, Alles für Ihr Fest GmbH
- 14.7 Other Providers of Catering Services

- Mandatory
- ☆ Mandatory if the service is actually booked

## 16. Employment Service

- 16.3 Personnel Recruitment—the fair agency gmbh
- 16.4 Translating, Interpreting, Conference consulting

## 17. Insurance

- 17.1 Exhibitors' Liability Insurance
- 17.2 Transport Insurance and Insurance of Exhibits

## 18. Hotel/Event Service

- 18.2 Hotel Request—Perfect Meeting

Exhibitor passes, orders via the exhibitor cockpit at  
<https://cockpit.thesmartere.de/>

### Technical Guidelines

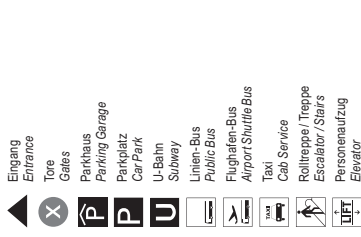
General Terms of Contract for Exhibitor Services  
of Messe München GmbH

## Messe München Service-Einrichtungen/Service Facilities

Erdgeschoss/ Ground Floor

### Allgemeine Information General Information

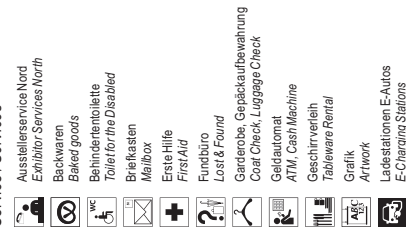
Betrieb ist veranstaltungsabhängig  
Availability of services varies according to events



### Gastronomie/ Catering



### Service/ Services



Servicebetriebe Nord/  
Service Companies North



U2  
Messestadt West

U2  
Messestadt Ost

Stand / As of: 2/2020

# Messe München Service-Einrichtungen / Service Facilities

## 1. Obergeschoss / 1st Floor

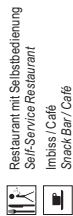
### Allgemeine Information General Information

Betrieb ist veranstaltungsabhängig  
Availability of services varies according to events



### Gastronomie / Catering & Restaurants

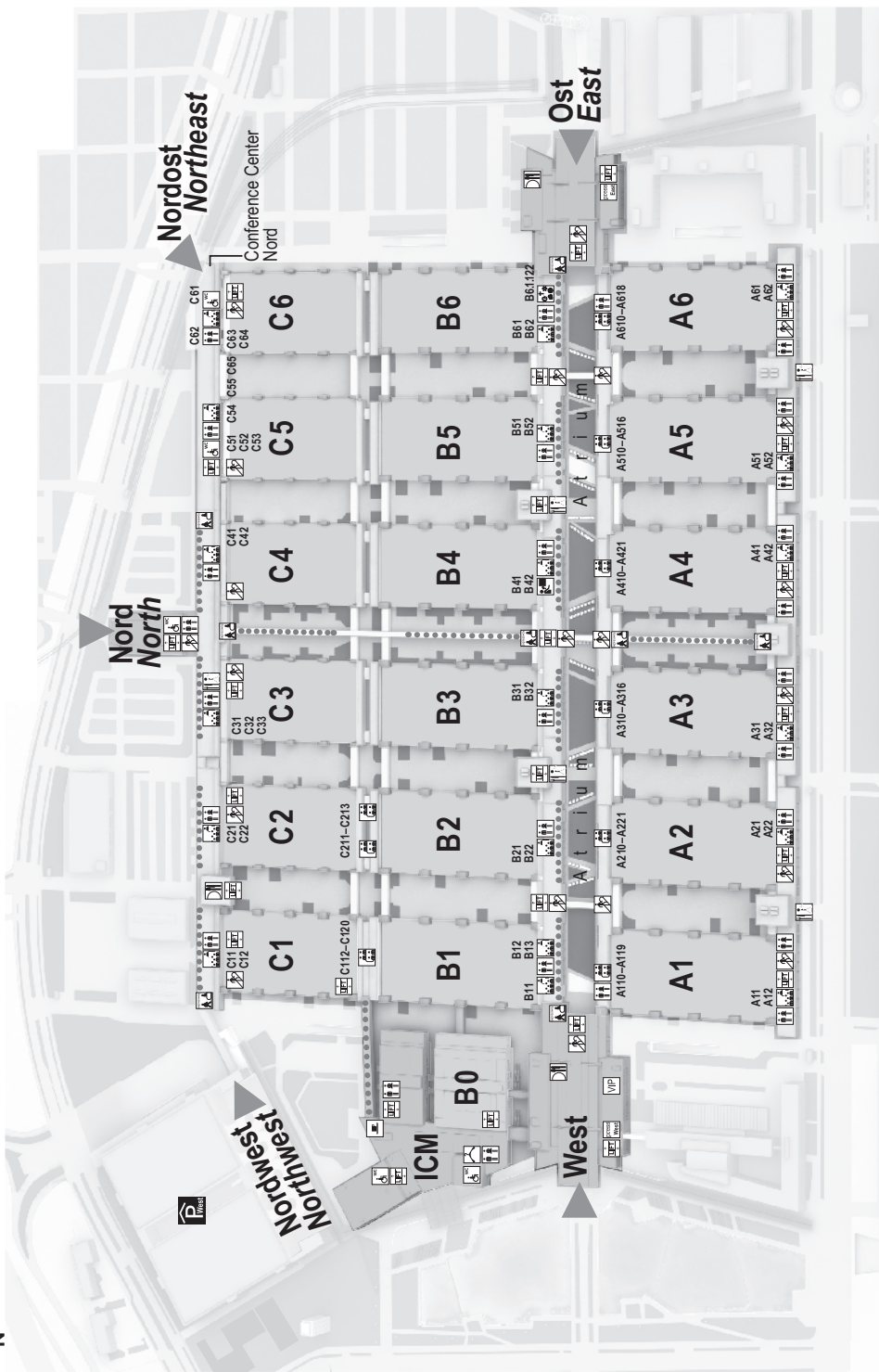
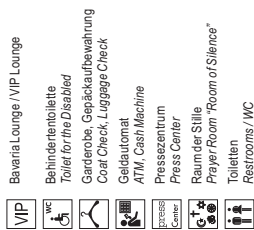
Restaurant mit Toiletten und Wickelraum  
(keine Wickelmöglichkeiten in den Restaurants im Eingang West und Ost)  
Restaurant with Restrooms / WC and Baby Changing Room (no baby changing room in the restaurants in the West and East Entrances)



### Konferenz / Besprechungen Conference / Meetings

Konferenzräume  
Conference Rooms  
A11–A62, B11–B62, C11–C65  
Besprechungsräume  
Meeting Rooms  
A110–A618, C112–C213

### Service / Services



### Floors—Permissible Loads—Gates

#### General

With the exception of Hall B0 and the entrance buildings, it is possible to drive motor vehicles into the halls, but this is only permissible at walking pace. The underfloor utility ducts can withstand the weight of a vehicle when covered over. With evenly distributed load, their load-bearing capacity corresponds to that given for the respective hall floors. The maximum point load given for the hall floors excludes the areas of the utility ducts.

Passenger and freight elevators shall not under any circumstances be loaded beyond the permissible limits. The handling of freight in passenger elevators and on moving staircases is prohibited.

Messe München GmbH is to be compensated by the exhibitor or its agents for any damage caused by non-compliance with these rules.

For details concerning the entrance buildings (max. permissible floor load 1 t/m<sup>2</sup> [10 kN/m<sup>2</sup>] on the ground floor), please contact the Technical Exhibition Services Division of Messe München GmbH.

Halls	A1–A6 B1–B5	B6 (High hall)	C1–C6	B0
<b>Length</b>	161 m	161 m	139 m–143 m	65 m
<b>Width</b>	71 m	71 m	71 m	54 m
<b>Total exhibition area</b>	approx. 11,000 m <sup>2</sup>	approx. 11,000 m <sup>2</sup>	approx. 10,000 m <sup>2</sup>	approx. 3,500 m <sup>2</sup>
<b>Clear height of longitudinal wall</b> (longitudinal hall perimeter between entrances)	approx. 5.70 m	approx. 7.80 m	approx. 5.70 m	approx. 4.00 m
<b>Clear height of hall girder supports</b> (transverse hall sides)	approx. 10.75 m	approx. 15.25 m	approx. 10.75 m	–
<b>Clear height of tie</b> (hall center) <b>Clear height absorbent bulkhead (Hall C6)</b>	approx. 11.50 m	approx. 16.00 m	approx. 11.50 m	4.20 m
<b>Hall floor</b>	stone mastic asphalt	stone mastic asphalt	stone mastic asphalt	parquet
<b>Permissible distributed load</b>	5 t/m <sup>2</sup> (50 kN/m <sup>2</sup> )	5 t/m <sup>2</sup> (50 kN/m <sup>2</sup> )	5 t/m <sup>2</sup> (50 kN/m <sup>2</sup> )	2 t/m <sup>2</sup> (20 kN/m <sup>2</sup> )
<b>Permissible point load</b> (support area 0.3 m x 0.3 m, spacing approx. 1.5 m) does not apply to utility duct covers	5 t (50 kN)	5 t (50 kN)	5 t (50 kN)	2 t (20 kN)
<b>Permissible ground pressure</b> (heavy-duty vehicles) under wheel and individual loads	60 t/m <sup>2</sup> (600 kN/m <sup>2</sup> )	60 t/m <sup>2</sup> (600 kN/m <sup>2</sup> )	60 t/m <sup>2</sup> (600 kN/m <sup>2</sup> )	as per test
<b>Permissible distributed load for suspensions</b> (related to stand space rented)	5 kg/m <sup>2</sup>	5 kg/m <sup>2</sup>	5 kg/m <sup>2</sup> (Hall C5–C6 20 kg/m <sup>2</sup> )	5 kg/m <sup>2</sup>
<b>Entrance gates: (Size) and [Number]</b> Vehicular access permitted No vehicular access	(4.5 m x 4.5 m) [6] (2.5 m x 4.5 m) [4]	(4.5 m x 4.5 m) [8] (2.5 m x 4.5 m) [2]	(4.5 m x 4.5 m) [6] (2.5 m x 4.5 m) [4]	(12.5 m x 4 m) [1]
<b>Artificial illumination</b>	200 Lux/m <sup>2</sup>	200 Lux/m <sup>2</sup>	200 Lux/m <sup>2</sup>	400 Lux/m <sup>2</sup>
<b>Ventilation</b>	partly air-conditioned	partly air-conditioned	partly air-conditioned	partly air-conditioned
<b>Utility ducts transverse across hall: dimension between axes</b>	5 m	5 m	4.3 m (*)	4.85 m
<b>Width of utility ducts</b> <b>Width of utility duct cover</b>	0.35 m 0.43 m	0.35 m 0.43 m	0.35 m 0.43 m	0.35 m 0.43 m
<b>Utility connections:</b> – Water – Wastewater – Sprinklers – Compressed air – Gas (availability depending on area coverage)	DN 25/min. 3.5 bar DN 100 DN 50 DN 50/min. 10 bar DN 25/20 mbar	DN 25/min. 3.5 bar DN 100 DN 50 DN 50/min. 10 bar DN 25/20 mbar	DN 25/min. 3.5 bar DN 100 DN 50 DN 50/min. 10 bar DN 25/20 mbar	DN 25/min. 3.5 bar DN 100 DN 50 DN 50/min. 10 bar DN 25/20 mbar
<b>Electricity supply</b>	200 W/m <sup>2</sup>	200 W/m <sup>2</sup>	200 W/m <sup>2</sup>	200 W/m <sup>2</sup>
<b>Telecommunications</b> – User-neutral, wireline connections (phone, fax, analog, LAN)	300	300	300	100
<b>Wideband connections (TV)</b>	150	150	150	56
<b>Fiber-optic connections</b> (Single-mode and/or gradient)	150	150	150	56

(\*) Hall C1 also has two utility ducts along the longitudinal axis of the hall.

Separate Technical Guidelines apply for the foyer of the ICM – Internationales Congress Center München.



<b>Outdoor exhibition area</b>	
<b>Width of access roads</b>	8 m or 12 m
<b>Road surface</b>	asphalt
<b>Surface of exhibition area</b>	gravel / grit mixture or seeded gravel bed (grassed over gravel-humus mixture; partially with chippings); partial areas asphalted
<b>Permissible floor load</b>	20 t/m <sup>2</sup> (200 kN/m <sup>2</sup> ) up to 50 t/m <sup>2</sup> (500 kN/m <sup>2</sup> ) (except for track route area)
<b>Illumination</b>	30 Lux/m <sup>2</sup>
<b>Connections:</b> – Water supply – Wastewater / Sewage	DN 40/min. 3.5 bar DN 100
<b>Electricity supply</b>	50 W/m <sup>2</sup>
<b>Telecommunications</b> – User-neutral, wireline connections (phone, fax, analog, LAN)	1,400
Internet connections	on request
<b>Fiber-optic connections</b> (Single-mode and / or gradient)	approx. 100

For detailed information, please contact the Technical Exhibition Services Division of Messe München GmbH.

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

### The following points require particular attention in this context:

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

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

### ■ Power supply / Main distributor panel

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

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

AC voltage: 230 V ( $\pm 10\%$ ) / 50 Hz  
Three-phase voltage: 400 V ( $\pm 10\%$ ) / 50 Hz

### ■ Protective measures

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

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

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

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

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

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

Cross-beams with lighting installations must be fitted with an additional protective equipotential bonding device (copper, min. 10 mm<sup>2</sup>) by the company installing the equipment. The potential equalization device concerned must connect up with the master equipotential bonding facility in the utility duct (this also applies to conductive stand components where applicable). The transfer point on the hall floor must be ordered via form 3.1/online in the Exhibitor Shop. The potential equalization connection between the transfer point and the cross-beam with the lighting installation can be fitted by exhibitors themselves or ordered via the service company responsible for suspension units.

### ■ Cabling

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

The cable and wire used must be approved for usage in conjunction with the given type of installation and comply with the required sizes and specifications (DIN 57298/VDE 298). The minimum sectional area should be 1.5 mm<sup>2</sup>.

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

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

**Please note:** As of 100 kW, the transfer point consists of open cable ends. Should a service partner connect these cable ends at the request of the exhibitor, there is no liability on his part and no obligation to check the exhibitor's own distribution! The exhibitor/stand builder is responsible for the proper laying of the power supply line (cable) on his stand beyond the cable exit point from the utility duct!

### ■ Lamps in general

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


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

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

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

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

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

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

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

## ■ LED lighting

The operation of risk group 2 and 3 high-power or high-intensity LED installations and/or spots must be registered with Messe München GmbH's Technical Exhibition Services Division! Suitable fire-extinguishing agents must be kept ready for use in the immediate vicinity of all high-power or high-intensity LED installations!

## ■ Photovoltaic systems /

### Electric power generation plants

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

## ■ Low-voltage lighting

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

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

### Transformers:

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

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

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

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

## ■ Neon lighting systems / signs

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

## ■ Use of electrical equipment

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

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

### Definition:

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

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

## ■ Please note

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

### ■ Alerting the fire department and fire-extinguishing facilities

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

In the event of fire or smoke being detected, alert the fire department **in all cases** by activating the nearest fire alarm.

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

### ■ Areas designated for use by fire department

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

### ■ Emergency exits, hall aisles

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

### ■ Stand design

The following minimum requirements apply: Stands with a floor area of up to 100 m<sup>2</sup> require one exit with a clearance width of at least 0.90 m. Stands with a floor area of more than 100 m<sup>2</sup> require two exits, each with a clearance width of at least 0.90 m. Stands with a floor area of more than 200 m<sup>2</sup> require two exits, each with a clearance width of at least 1.20 m. For stands with a floor area of more than 400 m<sup>2</sup>, Messe München GmbH's Technical Exhibition Services Division (TAS) stipulates the number of exits and their respective clearance width in compliance with the statutory and regulatory requirements valid at the given time.

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

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

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

### ■ Decorations

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

### ■ Cut trees and plants

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

### ■ Electrical installation and electrical appliances

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

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

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

### ■ Fire extinguishers

Fire extinguishers which are kept on the exhibition stand, should, on principle, be water extinguishers (content min. 9 l) as per EN 3 or DIN 14406. (In kitchen and technical areas, carbon-dioxide extinguishers (capacity min. 5 kg) and one fat fire extinguisher (content min. 6 l) in areas where deep-fat fryers are operated as per EN 3 or DIN 14406 should be provided). Dry-powder extinguishers may only be used with the approval of Messe München GmbH's Technical Exhibition Services Division.

### ■ Safety lighting

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

### ■ Packing material

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

### ■ Ashtrays

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

### ■ Internal combustion engines

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

The contents of vehicle tanks must be reduced to the volume necessary for entering and leaving the grounds (fuel gauge must show "low/reserve"). When exhibiting hybrid vehicles with gas tank, the tank must be completely drained.

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

### ■ Ceilings and canopies

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

They must be at least flame-retardant (in accordance with DIN 4102 or DIN EN 13501-1)—certification must be provided—and must be fitted with a sprinkler system when constituting a single covered surface of more than 30 m<sup>2</sup>. One sprinkler unit must be installed for every 12 m<sup>2</sup> of covered space or part thereof; all rooms or booths contained within this area must be incorporated within scope of the sprinkler system. In this context, please note the information in the "Notice for Installation of Sprinkler-compatible Materials".

Clearance of at least 0.5 m must be guaranteed between stand perimeters and directly neighboring stands to ensure that the maximum permitted continuous area of 30 m<sup>2</sup> is not exceeded due to the aggregation of several ceiling or canopy sections. Messe München GmbH's approval is required for any reduction in the minimum 0.5 m clearance stipulated.

Other regulations apply to **Hall B0** and the entrance buildings. **Further information is available from Messe München GmbH's Technical Exhibition Services Division.**

### ■ Please note

**The Technical Guidelines of Messe München GmbH apply in addition.**

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

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

### ■ Stand ceilings and canopies – general information

Stand ceilings and canopies in **Halls A1–6, B1–6, C1–6** must generally be at the very least flame-retardant (to DIN 4102 or DIN EN 13501-1) and, if constituting a single covered area of 30 m<sup>2</sup> or more, equipped with a sprinkler system. (Any structures suspended from the hall ceiling (trusses, etc.) cannot be fitted with a sprinkler system.)

Sprinkler systems can only be dispensed with

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

Other regulations apply to **Hall B0, the passageways between the halls and the entrance buildings**.

Please note for Hall B0:

- Stand ceilings/canopies must be at the very least flame-retardant (acc. to DIN 4102 or DIN EN 13501-1).
- Horizontal coverings wider than > 1 m must be made of sprinkler-compatible materials according to VdS guidelines, or, alternatively, be fitted with a sprinkler system.

For the entrance buildings West, East, North and the ICM Foyer, the following applies:

- Stand ceilings/canopies must be at the very least flame-retardant (acc. to DIN 4102 or DIN EN 13501-1).
- Horizontal coverings wider than > 1 m must be made of sprinkler-compatible materials according to VdS guidelines.

For the passageways between the halls, the following applies:

- Stand ceilings/canopies must be at the very least flame-retardant (acc. to DIN 4102 or DIN EN 13501-1) and may be no wider than 1 m. The minimum spacing between two or more stand ceilings/canopies must be at least 1 m.

#### Important:

Stand ceilings and canopies (irrespective of their size and design) **must always** be registered via Form 1.2 of the Order Forms for Exhibitor Services **and** always require the written approval of Messe München GmbH, Technical Exhibition Services Division (TAS), coordinated with Munich Municipal Fire Department.

Clearance of at least 0.50 m must be guaranteed between stand perimeters and directly neighboring stands to ensure that the maximum permitted continuous area of 30 m<sup>2</sup> is not exceeded due to the aggregation of several ceiling or canopy sections. Messe München GmbH's approval is required for any reduction in the minimum 0.50 m clearance stipulated.

**Your Technical Exhibition Services' team would be pleased to assist with further information.**

### ■ Supply sources for sprinkler-compatible materials and fabrics

#### Dieter Cronenberg GmbH & Co. KG

Worringer Str. 17  
40211 Düsseldorf  
Germany  
Tel. +49 211 1775012  
Fax +49 211 1775050  
[a.cronenberg@cronenberg-buehnenbedarf.de](mailto:a.cronenberg@cronenberg-buehnenbedarf.de)  
[www.cronenberg-buehnenbedarf.de](http://www.cronenberg-buehnenbedarf.de)

#### Rudolf Stamm GmbH

Otto-Perutz-Str. 10  
81829 München  
Germany  
Tel. +49 89 945483-3  
Fax +49 89 945483-0  
[info@rs-stamm.de](mailto:info@rs-stamm.de)  
[www.rs-stamm.de](http://www.rs-stamm.de)

### ■ Basic requirements for mesh fabrics

The aforementioned materials can be used to cover areas in excess of 30 m<sup>2</sup> on **single-story** stand structures to the extent that they are certified as being flame-retardant to DIN 4102 or EN 13501-1 and, **at the same time**, approved by VdS Schadenverhütung GmbH in Cologne for usage in conjunction with sprinkler-protected risks.

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

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

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

- the maximum permissible **continuous** covered area (i.e. without any strut support) is 30 m<sup>2</sup>
- the maximum permissible size of a **continuous** covered area in the exhibition halls is variable depending on the installation height and lies between 100 m<sup>2</sup> (h = 7.5 m) and 400 m<sup>2</sup> (h = 3.0 m)
- the minimum vertical clearance between sprinkler and fabric covering at any point is 0.5 m.

### ■ Smoke-out fabrics with meltable seams

**Fabrics with smoke-out protection are no longer recognized by VdS and may only be used after consultation with the Technical Exhibition Services Division.**



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

The construction to be suspended may be situated only within the limits of the stand. Any intended suspension point on the roof construction of the halls can be loaded to a maximum of 100 kg **perpendicularly**. The maximum distributed load is 5 kg/m<sup>2</sup> (Halls C5–C6: 20 kg/m<sup>2</sup>) stand area. For each suspension point, the load must be individually specified and supporting documentation provided on request. Suspension units for heavier loads only on request (the planning costs will be charged to the exhibitor). At the end of each fastening point (transfer point) is a cable holder with a Reutlinger type ring eye.

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

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

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

With regard to the attachment of objects to be suspended, the relevant safety provisions are to be observed. These also and especially include the provisions of the German Statutory Accident Insurance = DGUV Regulation 1 (Principles of Prevention), DGUV Regulation 17 (formerly BGV C1), DGUV Regulation 54 (formerly BGV D8), the BGI 810-3 and, if applicable, the VStättV directive governing places of assembly (see also provisions set out under IGWV SQ P1 relevant to truss systems).

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

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

**Lighting truss systems must be fitted by the system installer with additional protective potential equalization (copper, min. 10 mm<sup>2</sup>) as per VDE 0100 part 711. Use form 3.1 to order the power supply transfer point at ground level. The equipotential bonding lead between this transfer point and the lighting truss system may be carried out by the exhibitor's own electricians or be ordered for execution by the accredited electrical contractor.**

### ■ Permissible means of attachment

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

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

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

### ■ Permissible carrying devices:

- Chain motors in accordance with DGUV Regulation 17 (formerly BGV C1)
- Chain motors in accordance with DGUV Regulation 54 (formerly BGV D8) with wire cable or chain "hung dead" (parallel load-carrying to bypass the motor)
- D8 Plus chain motors in accordance with IGWV SQ P2 with overload monitoring.

**Nominal load: see manufacturer's specifications.**

### ■ Permissible means of fastening

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

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

### ■ Permissible cable end connections

- Rope sockets (symmetrical) acc. to EN 13411-7; for dynamic loads (e.g. suspension of loudspeakers), only with rope clamp (eccentric) acc. to DIN 1142
- Asymmetrical rope sockets (wedge end clamps) acc. to EN 13411-6; for dynamic loads (e.g. suspension of loudspeakers), only with rope clamp (eccentric) acc. to EN 13411-5
- Wire rope clamps acc. to DIN EN 13411-3, only with cable eye stiffener acc. to DIN EN 13411-1
- Round sling with wire rope core (e.g. "Steelflex") duly tested and with indication of load-bearing capacity.

### ■ Impermissible means of attachment

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

### ■ Impermissible carrying devices

- Chain motors in accordance with DGUV Regulation 54 (formerly BGV D8) without safety cable (i.e. not "hung dead" in a wire cable or chain).

### ■ Impermissible means of fastening

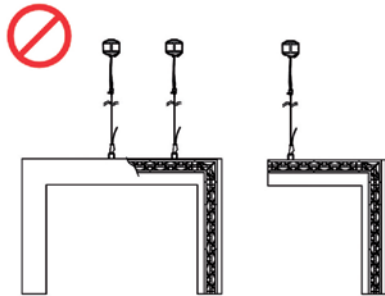
- Carbine swivels, unscrewed
- Carbine swivels, screwed
- Open hooks
- Turnbuckles in open form in accordance with DIN 1480
- Quick-connection element with clamping nut (quick link), without indication of carrying capacity
- Textile span sets as connections between two cross-beams
- Further means of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

### ■ Impermissible cable end connections

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

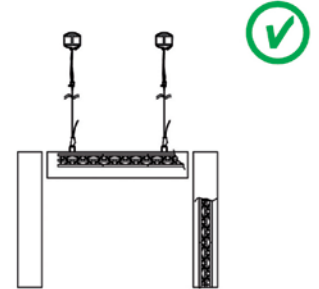
**See also illustrations of safety details relevant to means of attachment on page 2.**

Not permitted!



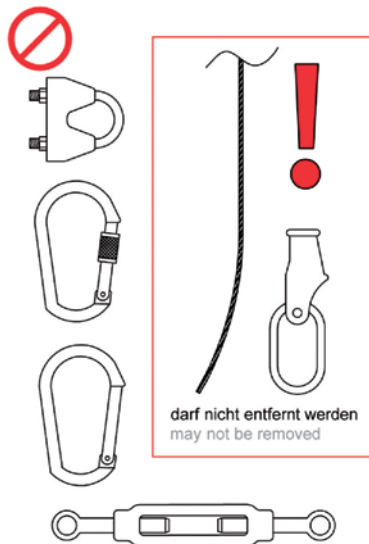
- Securing / Suspending of stand components or exhibits
- Suspended structures connected rigidly or by force of gravity with the hall floor

Permitted!



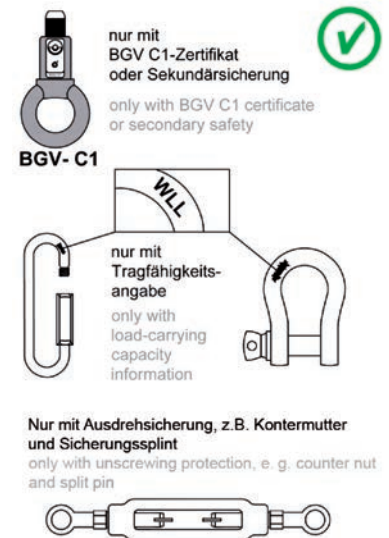
- Suspension units for lighting systems, cross-beams and banners

Not permitted!



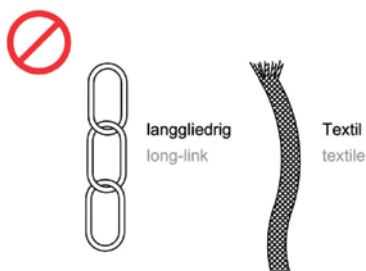
- Carbine swivels unscrewed / screwed
- Rope clamps (eccentric)
- Tension locks without safety cotter pin or counter nut

Permitted!



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

Not permitted!



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

Permitted!



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

## Halls

### General conditions

Two-story stand construction is permitted with the approval of Messe München GmbH's Exhibition Management, the Technical Exhibition Services Division (TAS) team responsible and the Munich Municipal Fire Department in the following halls: **A1–A6, B1–B6, C1–C6.**

Approval for two-story stands depends on the position of the stand within the hall, and the area it occupies. Since consideration must be given to the overall general appearance of the hall in question, the visibility of signs, and the visual effect on neighboring stands, two-story constructions may be limited in number or prohibited altogether.

Two-story constructions must be designed in such a way that it is possible to install and dismantle them within the designated setup and dismantling periods.

No upper stories may be built across aisles.

The price of the usable space on the upper floor is calculated as a percentage of the rate for ground floor space.

In the case of infringement of any of the conditions specified here, Messe München GmbH reserves the right to take action in accordance with the General Terms of Participation.

### Approval procedure

The construction application must be submitted to Messe München GmbH—for the attention of the TAS division responsible—at the latest **six weeks** before stand setup is due to begin. The following documents must accompany the application:

- Forms 1.2 and 1.3 of the Order Forms for Exhibitor Services, in duplicate
- Ground plan of ground floor, dimensioned, in quadruplicate
- Ground plan of upper floor, dimensioned, in quadruplicate
- Front and side elevation plans, dimensioned, in quadruplicate
- Sectional drawings, dimensioned, in quadruplicate
- Verified (by a certified structural safety engineer) static load plan with statics test report or statics calculation, in duplicate
- Specification of planned construction, in duplicate
- Any documentation relevant to the given glass structure (installation site of glazing, glass type, glass thickness, type of mounting, pane size)

**All documents are to be submitted in German, and all drawings to scale and dimensioned. Documents submitted by fax cannot be processed.**

The costs of the approval procedure are to be borne by the exhibitor.

Please note that irrespective of any approval granted for the stand design the builder and/or operator of an exhibition stand is/are responsible for compliance with public statutory regulations, such as the Bavarian Building Regulations (BayBO), insofar as applicable to exhibition stands, as well as with the Terms of Participation of Messe München GmbH.

### Stand construction

Stands may be installed conventionally or using modular system elements. Materials standard in exhibition stand construction are to be used for floor and wall coverings and ceilings. Easily flammable materials may not be used. The height clearance of rooms inside the stand on both ground and first floors must be at least 2.4 m in the case of stands with two stories. No anchorages in hall floors are allowed.

#### Positioning of cabins / Design of upper story

Stairways, open cabins, terraces and catering areas must be set back a distance of at least 3 m to the neighboring stands. If it is not possible to maintain this distance, a closed partition of at least 2 m in height must be installed here as a screen. The side facing the neighboring stand must be finished in white and be of neutral and clean appearance.

#### Balustrades

Balustrades must be at least 1 m in height. They must be equipped with at least upper, central and lower cross-supports. Where open at floor level, an anti-roll batten must be installed on the floor (height  $\geq 0.05$  m). To prevent objects (such as wine glasses) being placed on balustrades where they can easily fall off, the handrails or tops of balustrades must be circular or rounded in shape.

#### Stairways / Emergency rescue and escape routes

All stairways must be built to comply with DIN 18065. The width of the escape / rescue routes (exits, stairways, aisles) must be based on the largest-possible number of persons using them and sized accordingly.

They must have a throughout width clearance of at least 1 m. The height between steps may not exceed 19 cm and the step depth must be at least 26 cm. The use of winding or spiral stairways on any escape routes required is not admissible. Handrails must offer a secure grip and be of a continuous nature. Two handrails (one each side) are required for stairways wider than 1 m.

Stairways necessary for upper floors under 100 m<sup>2</sup> in area: one stairway that must emerge beyond the covered stand space. The escape route following behind must not be located in the covered area.

Stairways required for upper stories in excess of 100 m<sup>2</sup> in area: at least two stairways, located at opposite ends of the stand. One stairway must emerge beyond the covered area of the stand. Also the escape route following behind may not be located in the covered area.

No items may be stored or shelving installed in areas on or under stairways without risers. Stairways with rooms located underneath them must have sealed joints.

### Net loads / Load-bearing capacity

#### 1. Ceiling strength:

The net load of the floor of the upper story of a two-storied stand within an exhibition hall must comply with DIN EN 1991-1-1 (2010) in conjunction with DIN EN 1991-1-1 / NA (2010) Table 6.1 DE as follows: if the story is used for meetings and customer service purposes, i.e. it is furnished with tables and chairs in a free arrangement or in meeting cubicles, it must withstand a net load of 3 kN/m<sup>2</sup>. For unlimited use as an exhibition or sales area, as an assembly room with or without rows of chairs, the floor of the upper story must be able to withstand a net load of 5 kN/m<sup>2</sup> (Category C3). The respective use made of it must be marked clearly in the plans submitted for approval purposes.

#### 2. Strength of stairways:

Stairways must always be able to withstand net loads of 5 kN/m<sup>2</sup>.

#### 3. Strength of balustrades / banisters:

Balustrades and banisters must be designed to withstand loads of 1 kN/m at handrail height.

#### 4. Pressure on hall floor:

Proof must be provided that the pressure applied by the supports does not exceed the maximum permissible pressure the hall floor can withstand ( $\leq 500$  kN/m<sup>2</sup>).

#### 5. Horizontal stabilization (bracing):

The horizontal load is to be assumed to be 1/20 or 5% of the vertical load (net load) for two-story stand constructions.

#### 6. Wind loads inside buildings (horizontal equivalent distributed load):

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

$q_{h1} = 0.125$  kN/m<sup>2</sup> up to 4 m height from upper edge of floor;

$q_{h2} = 0.063$  kN/m<sup>2</sup> for all surfaces above 4 m in height from upper edge of floor.

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

### Fire prevention regulations

(see also form 1.2 and "Fire Protection Measures at Trade Fairs and Exhibitions" notice for more details)

The maximum length of any escape route from the upper floor to a main hall aisle (connection between the hall gates situated opposite each other) should be 25 m. If the area covered by the upper story exceeds 30 m<sup>2</sup>, a sprinkler system must be installed in accordance with VdS regulations, with one sprinkler unit to be installed for every 12 m<sup>2</sup> or part thereof of space built over or covered. All rooms in this area must be included in the protection provided by the sprinkler system.

No area of the upper story may have a closed ceiling or canopy. Metal modular ceilings with a grid opening of at least 1 x 1 cm are allowed. Inclusive of lighting elements, the air permeability of the open area must comprise at least 70%.

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

Up until final approval of the completed stand, additional safety or fire prevention measures may also be imposed if deemed necessary.

### ■ Outdoor exhibition area

With regard to two-story stand construction in the outdoor exhibition area, please give special attention to the "Notice Outdoor Exhibition Area".




Hand pallet truck  
Manual operation  
No driver authorization required

On-site handling of goods at the exhibition grounds



Loading and unloading of trucks with tail lift




Electric pallet truck (low-lift truck) "walkie"  
Electric operation  
 Driver authorization, certificate or similar license for "Pedestrian-controlled vehicle" or "Forklift truck" required.

On-site handling of goods at the exhibition grounds




Loading and unloading of trucks with tail lift



Electric pallet truck (low-lift truck) **with operator platform**  
Electric operation  
 Driver authorization, certificate or similar license for "Pedestrian-controlled vehicle" or "Forklift truck" required.

not used / banned at the exhibition grounds



Electric ant (walkie pallet stacker)  
Electric operation  
 Driver authorization, certificate or similar license for "Pedestrian-controlled vehicle" or "Forklift truck" required.

On-site handling of goods on rented stand spaces



Prohibited for loading and unloading at the exhibition grounds







Truck with tail lift (hydraulic platform)

Loading and unloading authorized in combination with hand or electric pallet truck (without operator platform)



Truck with mounted forklift

**For safety reasons, the operation of truck-mounted forklifts at the exhibition grounds is strictly forbidden!**

**Operating unloading cranes is also prohibited!**



Forklift truck with operator

**Request and deployment exclusively through Messe München's accredited service partners/forwarding agents**

**KUEHNE+NAGEL**



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## ■ Important

All vehicles and loaders/unloaders must be tested according to the DGUV (German Social Accident Insurance) Regulation 68. All devices must carry an up-to-date and clearly visible safety certification label.

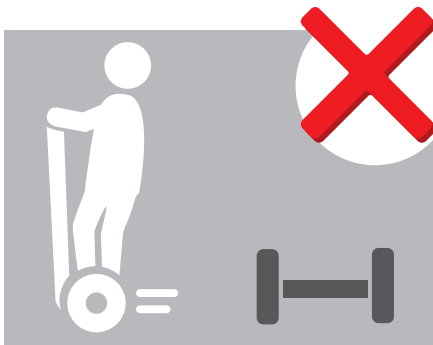
Example:



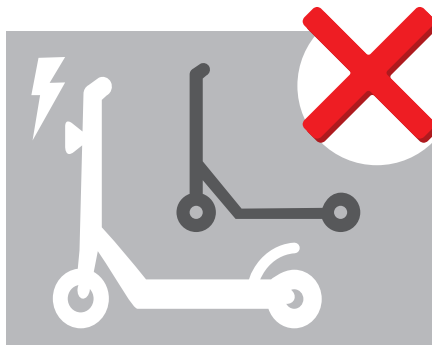
**During the official setup and dismantling periods,** Messe München tolerates the use of the means of transport mentioned below.

Any use is at the user's own risk. Messe München reserves the right to take action and prohibit the use of such means of transport where third parties are endangered.

**During the trade fair,** using the means of transport mentioned below is strictly prohibited in the event area (in and around the active halls and in the atrium). Failure to comply may result in removal from the grounds.



Segways



(Electric) scooters.



Bicycles | e-bikes



Roller skates



Skateboards



Others

Photography, film and video recordings as well as the production of drawings within the event grounds may only be made by persons, who have been approved and been issued a valid permit by Messe München GmbH for this purpose.

The photographing or any other filming/shots of the booths of other exhibitors, for which no permission has been granted, is not permitted under any circumstances. This applies equally to the grounds and buildings of Messe München GmbH. In case of infringement, Messe München GmbH can demand that the recorded material be surrendered and take legal steps to achieve this end. Accredited representatives of the press/bloggers and official service partners of Messe München GmbH only are excluded from this ban.

### 1. How can permission be obtained?

Exhibitors or photographers/film crews contracted by them can obtain permission in the Main Security Office of Messe München GmbH starting from first official day of set-up (open 24 h). This is located in the area of Gate 1 and can be accessed from within the exhibition grounds or from outside of them. An exhibitor must be able to identify himself as such (have exhibitor badge and ID on hand). Photographers and film crews must submit the written order of the contracting exhibitor (please have ID on hand). A flat rate of EUR 50 incl. VAT is to be paid per exhibitor or per order, either in cash or using an EC card or credit card. Permits can only be applied for in person on site.

### 2. For which period of time is permission required?

A permit is required during the entire trade show period, including the setup and dismantling days, i.e., from the first official day of setup until the last official day of dismantling.

### 3. What is the validity of the permit?

The permit includes the permission to do photography/film work. Depending on the amount of work involved, the validity may be selected within the periods stated in Clause 4. and will be noted accordingly in the permit. Only your own booth and your own exhibits may be filmed or photographed, or the booth and exhibits of the contracting exhibitor in the case of contract work. Other booths may not be entered or photographed/filmed. If a photographer/film crew has been contracted by several exhibitors for photography/film work, the permit is valid for those for whom a written order of the contracting exhibitor was submitted in the Main Security Office (as described above). If required, you can obtain an entry permit.

### 4. At what times of the day are photographing and filming permitted?

The following should be noted during the trade fair:

- a) During the **exhibitor opening times**, film and photography work are only permitted on the exhibitor's own booth area. Extending work to aisle areas and consequently hindering the flow of visitors is not permitted. The exhibitor is responsible for obtaining exhibitor badges for access to the trade fair grounds for any photographers/film crews contracted by him. During visitor opening times, day tickets or visitor vouchers can be used alternatively.
- b) During **closing times at night** (period outside exhibitor opening times) an accompanying guard is required. This can be booked from the Security and Steward Service **via the exhibitor shop/using form 9.1** or by calling +49 89 949-24500. The minimum time to be booked is 4.5 hours. We recommend ordering such at least 48 hours prior to the start of deployment. The applicant (exhibitor or photographer) must bear the costs. An exhibitor badge, visitor voucher, etc. is not required in this case.

### 5. Data protection

Exhibitors are themselves responsible for the legally compliant nature of all their photographic and video activities (notably in respect of the European Data Protection Basic Regulation and German Data Protection Act).

Exhibitors are to take appropriate measures (e.g. obtaining written consent) to ensure that the above usages meet statutory data protection requirements. Moreover, they are to indemnify Messe München GmbH against any third party claims and/or fines resulting from the possible infringement of statutory data protection requirements on first demand.

### 6. Usage of drones

The operation of drones on the premises of Messe München—both in the exhibition halls or in the outdoor exhibition area—is strictly prohibited.

### 7. Usage of webcams

The usage of webcams is only permissible on exhibitors' own stand areas and is subject to a valid photography and filming permit. Other exhibition booths and aisle areas may not be visible on the recordings. Should an exhibitor violate this ruling, Messe München may demand the dismantling of the webcam.

The webcam must be mounted on the exhibitor's own stand structure/materials. Other booths may not be accessed for any mounting work required. Exhibitors are themselves responsible for the legally compliant nature of all their photographic and video activities (see point 5).

Should you have any questions, please contact the Traffic & Security department at [vs@messe-muenchen.de](mailto:vs@messe-muenchen.de)

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## ■ 1. Scope of Applicability

This information sheet discusses the regulations concerning the use of glass in stand construction and design inside trade fair halls. It does not apply to stand construction and design outside trade fair halls.

Designing, dimension calculations and assembly of glass components for use inside trade fair halls require that the design, planning and assembly personnel involved is adequately qualified for glass construction projects.

Glass structures which have received general construction approval (including European Technical Approval ETA) may be used in all cases in trade fair halls in accordance with the wording of the approval. This information sheet does not impose restrictions on the use of such structures.

## ■ 2. Definitions and Explanations

### ■ 2.1 Types of supports

- Glazing secured by linear supports:  
secured by linear supports on at least two opposite edges over the full length of each edge of the glass plate.
- Glazing secured at individual points:  
glazing anchored through drilled holes or by a clamping system.

### ■ 2.2 Types of glass and acrylic glass

Types of glass granted statutory construction approval in Building Regulation List A:

- **Float glass** (polished plate glass – PPG) as specified in DIN EN 572-9:  
Also called flat or plate glass. It is characterized by relatively low ultimate flexural strength, and when destroyed, it fragments into large sharp-edged shards. Its use as single sheet glazing in trade fair construction is prohibited. If used in LSG, it is permitted in trade-fair construction.
- **Tempered safety glass** (TSG) as specified in DIN 12150-2:  
TSG is a fully thermically pre-stressed type of glass. It has internal residual stress characteristics: core tensile stress and surface compression stress. It has high ultimate flexural strength and when broken, it shatters into crumb-like fragments. Where TSG is referred to in this information sheet, TSG made of float glass is always meant.

- **Laminated safety glass** (LSG):

LSG consists of at least two sheets of PPG, TSG or HSG glass. The individual thicknesses of these are not permitted to differ from each other by a factor of more than 1.5. The sheets of glass are laminated together by intermediate film layers (PVB or SGP films). If a sheet is broken, then the film prevents the fragments from being scattered, thus providing residual load-bearing capacities and reducing the risk of injury from cuts.

- **Heat-strengthened glass** (HSG) as specified in DIN EN 1863-1 or with other general approvals by building authorities (German: allgemeine bauaufsichtliche Zulassung – abZ):

HSG is a type of glass that is only partially thermically pre-stressed. Its ultimate flexural strength is lower than that of TSG (tempered safety glass). When broken, HSG fragments into shards which are larger than those of broken TSG. Therefore LSG sheets made of HSG have higher residual load-bearing capacities than LSG sheets made of TSG. HSG laminated with PVB film is included in Building Regulation List A. A general construction approval by building authorities (German allgemeine bauaufsichtliche Zulassung – abZ) for the SGP film is required for HSG laminated with SGP.

For all kinds of transparent, thermoplastic materials (like acrylic glass) no statutory construction approval has been granted and no recognized technical regulations / standards are available for such materials.

These include, for example:

- **Acrylic glass (PMMA)** under the brand names Plexiglas® and Perspex®
- **Polycarbonate (PC)** products: e.g. Makrolon®
- **Polyethylene terephthalate glycol-modified (PET-G)**

may only be used for non-load-bearing, non-stiffening, non-fall protection components, i.e. only for decorative infill components. However, their partly critical fire behavior (e.g. normal flammability, strong smoke formation) must be taken into account. In particular, the decorative use of such materials in suspended ceilings or overhead areas is a cause for concern because of their frequently reported (burning) dripping behavior in the event of fire.



## ■ 2.3 Design calculation standards

The static strength proof calculations for glass components can be carried out in accordance with the following design calculation concepts and structural design standards:

Design concept	Load factor concept
Proof concept	$\sigma_k \cdot \gamma_f < f_k \cdot k_c \cdot k_{mod} / \gamma_M$
Determination of action effects and stresses	at ULS (GZT)
Deformation checks	at SLS (GZG)
Designation of forces / stresses in the <b>serviceability limit state SLS</b> (forces due to characteristic loads, without $\gamma_f$ )	SLS (GZG) after the number or index k after formula symbol e. g. supporting force = 12 kN (GZG) or $F_d = 12$ kN
Designation of forces / stresses in the <b>ultimate limit state ULS</b> (forces due to characteristic loads, multiplied by $\gamma_f$ )	ULS (GZT) after the number or index d after formula symbol e. g. supporting force = 16 kN (GZT) or $F_d = 16$ kN
Designation of the limit stress	$f_k$
Dimension calculation rules, dimension calculation standards	DIN 18008-1 [12] DIN 18008-2 [13] DIN 18008-3 [14] DIN 18008-4 [15] DIN 18008-5 [16]
Standards applying to loads and actions	this information sheet and DIN EN 1991-1-1 DIN EN 1991-1-1/NA: (2010-12)
Normal load factors $\gamma_f$ for permanent loads (e. g. dead loads)	1.35
Normal load factors for variable loads and actions (e. g. dynamic pressure, imposed loads, cross-bar pressures)	1.5
Duration of loads typically encountered at trade fairs for $k_{mod}$ taken from DIN 18008-1, Table 6.	Own weight: permanent ( $k_{mod} = 0.25$ ) Working loads: medium ( $k_{mod} = 0.4$ ) Horizontal substitute load: short ( $k_{mod} = 0.7$ ) Cross-bar pressure: short ( $k_{mod} = 0.7$ )

For static load calculations, the load factor concept shall be used as a basis. Supporting forces transmitted by glass components must always be stated for the ULS (GZT) so that the loads of the connected force-transmitting components of concrete, steel or wood can be calculated using the load-factor concept without transmission errors.

Advice for use of wire glass: Wire glass is allowed only for existing components, if it is calculated / approved in accordance to the formerly technical standards right in time of the first-installation and by clearance of the exhibition company.

## 2.4 Material properties of glass products

Glass products have a bulk density of 25 kN/m<sup>3</sup>, a thermal expansion coefficient of 8.4·10<sup>-6</sup>/K and their Young's modulus is 70,000 N/mm<sup>2</sup>. For structural design calculations the design calculation values of the resistance  $R_d$  listed in Table 2 must be observed.

**Table 2: Normal material properties for design calculation concept of load factors**

Property	Floatglass (not printed, not sand-blasted)	HSG (not printed, not sand-blasted)	HSG (printed / enameled)	TSG (not printed, not sand-blasted)	TSG (printed / enameled)
Normal limit stress $f_k$ as spec. in DIN EN 572-1, DIN EN 1863-1 or abZ, DIN EN ISO 12150-1	45 N/mm <sup>2</sup>	70 N/mm <sup>2</sup>	45 N/mm <sup>2</sup>	120 N/mm <sup>2</sup>	90 N/mm <sup>2</sup>
Design coefficient $k_c$ , normal	1.8	1		1	
$k_{LSG}$ for laminated safety glass	1.1	1.1		1.1	
$k_{edge}$ ( $k_{Kante}$ ) for calculating the effect of glass edges	0.8	1		1	
Material factor $\gamma_M$	1.8	1.5		1.5	
Modification factor for calculating the effect of load durations	permanent: 0.25 medium duration: 0.4 short: 0.7				
Rated value of the resistance to stress failure $R_d$	$R_d = k_{mod} \cdot k_c \cdot k_{VSG} \cdot k_{Kante} \cdot f_k / \gamma_M$	$R_d = k_c \cdot k_{VSG} \cdot k_{Kante} \cdot f_k / \gamma_M$		$R_d = k_c \cdot k_{VSG} \cdot k_{Kante} \cdot f_k / \gamma_M$	

The intermediate films in LSG shall be made of PVB or SGP (SentryGlas® plus out of Ionoplast). Films made of PVB must have a tear strength of at least 20 N/mm<sup>2</sup>. SGP films shall have general approval by building authorities (including European Technical Approval ETA) and shall be processed in accordance with this approval.

## 3. Stand design, construction and loads

### 3.1 Vertical glazing not intended to prevent falling

#### 3.1.1 Vertical glazing of a height $h \leq 4$ metres above hall floor level

Neither static proof of structural characteristics in accordance with the regulations specified in chapter 2.3 is required, nor is it necessary to submit documentation of testing. In this case the exhibitor alone is responsible for ensuring that the construction/design is technically safe for general use and that it meets current and accepted technical standards. Table A provides an overview of the types of structural designs that are possible.

- Either TSG or LSG must be used.
- The glass sheets may be secured by linear supports or at individual points.
- Glass walls tilting at an angle of more than 10° from the vertical are considered to be overhead glazing for which the provisions of chapter 3.3 shall apply.
- Additional measures, e. g. provision of static proof calculations similar to those described in chapter 3.1.2, may be required to ensure protection of neighbouring walkways, or to be able to bear the loads of persons leaning against or bumping into the glass.

#### 3.1.2 Vertical glazing of height $h > 4$ metres above hall floor level

Vertical glazing not intended to prevent falling and whose uppermost edges are higher than 4 metres above hall floor level does not require Installation approval for a specific case (c.f. 4.2) provided that the type of glass used, structural design details and the type of supports securing the glass comply with the regulations specified in chapter 2.3.

In addition, the following provisions shall be observed.

- Verified structural calculations or structural calculations suitable for verification and the corresponding construction plans must be submitted.
- In addition to the load of its own weight, the material must be capable of resisting horizontal forces, i. e. a pressure corresponding to at least  $h_1 = 0.125$  kN/m<sup>2</sup> for visible surfaces of up to 4 m above hall floor level and at least  $h_2 = 0.063$  kN/m<sup>2</sup> for visible surfaces at more than 4 m above hall floor level.
- Wherever there is a high risk of impact, e. g. where there is a descending ramp leading towards the glazing, additional measures are required.
- Proof of structural characteristics is not required if the area of each individual sheets is less than 1.6 m<sup>2</sup> and TSG with a thickness of at least 4 mm is used, and the sheet(s) is(are) held on four sides by linear supports.

Glazing secured at individual points may be used without further proof documentation if:

- general construction approval (abZ) has already been granted for the combination of point-mounting method and glass type and thickness, or
- the design specifications, and the dimensions and thickness of the glass as stated in DIN 18008-3, DIN 18008-4 or Table B are adhered to.

DIN 18008-3 / -4 and Table B are referred to above because the fall-prevention glazing barriers described in these references are of course also suitable for glass panels not explicitly intended to prevent falls.

Installation approval for a specific case is required for all other designs.

If the use TSG glazing is planned, a heat soak test certificate for TSG-H must be submitted.

Table A provides an overview of possible designs and the necessary proofs.

### 3.2 Vertical glazing intended to prevent falls

In all three of the following categories, A, B and C, static load proof calculations for the glass and the supporting structures and proof of the load-bearing capacity under impact-like conditions are required.

The static structural design calculations for the glass and the supporting structure shall be based on an assumed cross-bar pressure load and as an additional load case, a horizontal assumed surface load of  $h_1 = 0.125$  kN/m<sup>2</sup> for all visible surfaces at up to 4 m above the hall floor level and of  $h_2 = 0.063$  kN/m<sup>2</sup> for surfaces located at more than 4 m above hall floor level.

The load-bearing capacity of the structure under impact action can be verified as follows:

- a pendulum impact test in accordance with DIN EN 12600 if design calculation concept A is used, or in accordance with DIN 18008-4 if design calculation concept B is used, or
- the relevant design specifications, glass dimensions and thicknesses as stated in Table B of this information sheet are adhered to, or
- by providing proof calculations in accordance with the rules described in chapter 2.3.

Table B contains an overview of possible designs and the proofs required. All structural design details (including flexing/sag and glass insertion/clamping depths) shall be modelled in accordance with the rules described in chapter 2.3.

Pendulum impact tests must be carried out by one of the test centres/institutes named in chapter 4 well in advance of the fair and outside the trade fair halls.

## 3.2.1 Category A – vertical glass wall

### Definition:

Linearly-supported vertical glazing that does not contain any load-bearing bars at capping height and is not protected by a rail or cross-bar located in front of it, making it suitable for the direct action of rail or cross-bar loads, e. g. glazing of full room height.

If protection is required to prevent persons falling from a height of more than 1 metre, then it will be necessary to refer to the Technical Regulations for accident-prevention (barrier) glazing or DIN 18008-4.

- Only LSG shall be used.
- Verified proof of structural characteristics or static structural calculations suitable for verification, as well as a pendulum impact test (test in accordance with DIN EN 12 600 or DIN 18008-4) are required.
- The pendulum impact test is not required for glass with linear support on all sides, provided that the appropriate dimensions and glass thickness conform to Table B, DIN 18008-3 and DIN 18008-4, or proof calculations are carried out in accordance with DIN 18008-4.
- The glazing supports must provide adequate protection to the edges of the glass sheets.

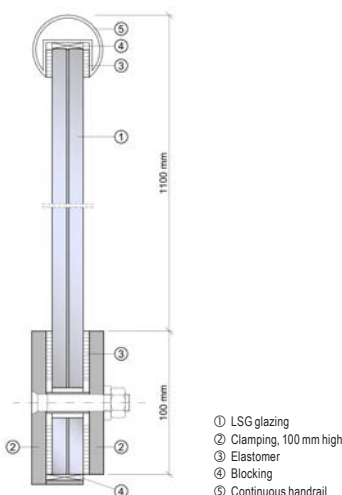
## 3.2.2 Category B – clamped glass balustrade with continuous handrail

### Definition:

Load-bearing glass balustrades held by linear supports secured by clamp-type base mountings, the individual glazing elements of which are connected by a continuous, load-bearing handrail (see example in chapter 6.1) attached to the top of the structure.

- Only LSG shall be used.
- Verified proof of structural characteristics or static structural calculations suitable for verification, as well as a pendulum impact test (test in accordance with DIN EN 12 600 or DIN 18008-4) are required.
- If LSG made of 2 x 10 mm TSG (or 2 x 10 mm HSG) is used, no pendulum impact test is required, provided that the dimensions as stated in Table B are adhered to (design details in accordance with DIN18008-4).
- The thickness of the intermediate PVB/SGP film must be at least 1.52 mm.
- The securing clamps must be at least 100 mm above floor level.

Calculations shall be provided proving that the loads will be distributed via the capping to neighbouring glass sheets in the event of an individual sheet being destroyed. The stresses occurring in the neighbouring glass sheets under the resulting conditions can be classified as an extraordinary design calculation situation. The destroyed or damaged glass sheet shall be replaced immediately after the incident.



Pict. 1: clamped glass balustrade with continuous handrail

## 3.2.3 Category C – Railing and balustrade infills or glass walls with load-distributing cross-bar fitted in front of it

### Definition:

Accident-prevention (barrier) glazing which is not intended to distribute capping loads and which corresponds to one of the following groups:

- C1: Railing/balustrade infills secured by linear supports and/or at individual points on at least two opposing sides.
- C2: Vertical glazing beneath a crosswise load-distributing spanning member located at capping level and secured by linear supports on at least two opposing sides.
- C3: Category A type glazing with a load-distributing cross-bar placed in front of it.

- For category C1 and C2 type glazing, the use of TSG is allowed if the sheets are secured by linear supports on all sides. For all other types of supports and for category C3, only LSG may be used unless other statutory construction approval exists.
- Table B contains an overview of possible designs and the proofs required.
- The pendulum impact test is not required if the relevant design specifications and the dimensions and thickness of the glass as stated in Table B or in DIN 18008-4 are adhered to.

Alternative measures / protection against glass breakage:

If the proof calculations for category C in accordance DIN 18008-4 are not submitted for accident-prevention (barrier) glazing, then the accident-prevention (barrier) attribute can be achieved by installing adequately sturdy knee-height cross-bars or steel rope of at least 5 mm diameter at a vertical spacing of not more than 35 cm and at an adequate distance in front of the glass infill sheets. Measures to protect against scattering glass splinters shall always be installed above and along the length of walkways, if this is not possible, LSG shall be used.

## 3.3 Horizontal glazing

### 3.3.1 Overhead glazing

Glass walls tilted at an angle of more than 10° from the vertical are considered to be overhead glazing. Table C contains an overview of possible designs and the proof documentation required.

Only the following glass products may be used:

- LSG made with float glass (PPG)
- LSG made of HSG,
- Wire glass (only for existing components until effective span exceeding 0.7 m and the glass shall protrude into the supports by at least 15 mm).

In addition to submitting certification of load-bearing capacities, experimental proof of residual load-bearing capacities must be provided or, if this is not possible, a safety net must be hung under the glazing. If the structural design requirements of specified in DIN 18008-2 are met, proof of the residual load-bearing capacities is not required.

The design loads to be assumed are the sheet's own weight and a horizontal pressure corresponding to at least  $h_1 = 0.125 \text{ kN/m}^2$  for visible surfaces of up to 4 m above hall floor level or  $h_2 = 0.063 \text{ kN/m}^2$  for vertical visible surfaces at more than 4 m above hall floor level.

The sheets must be secured in such a way as to properly safeguard against them slipping out of the mounts and forces which may lift them off the mounts.

The design dimensions of glass sheets mounted at individual points and HSG sheets shall either be calculated according to the rules outlined in chapter 2.3 or they must have general construction approval (abZ).

If, for cleaning purposes, overhead glazing periodically has to support human loads, then such additional loads must be taken into consideration and experimental proof of residual load-bearing capacities must be provided [8]. In such cases a special individual construction approval is always required.

Further design specifications for overhead glazing:

- LSG sheets with an effective span exceeding more than 1.20 m shall be supported on all sides
- The overall thickness of the intermediate PVB- / SGP-films must be at least 0.76 mm. If a sheet is supported on all sides, then a thickness of 0.38 mm is allowed under the condition that the effective span in the direction bearing the main load is not greater than 0.8 m.
- Cutting of recesses or notches in the glass sheets is not allowed.
- Only holes conforming to DIN 18008-3 are allowed.
- The maximum permissible sag shall not exceed 1/100 of the effective span between the closer supports of the sheet.

### 3.3.2 Glazing designed to support human loads

This kind of glazing is specifically intended to be subjected to persons walking over it, e. g. stairs, platforms, landings and cat-walks. The design and proof calculations shall take both dead loads (own weight) and the working loads into account. In addition, proof of impact resistance and residual load-bearing capacity shall be provided.

Proof of impact resistance and residual load-bearing capacities as a result of component tests must be submitted. The requirements are specified in [8] and in DIN 18008-5.

For glazing mounted in linear supports at all four edges and an assumed working load of not more than 5.0 kN/m<sup>2</sup> for design calculations, proof of impact resistance and residual load-bearing capacity is deemed to have been provided if the sheets conform to the dimensions listed in Table 3.

**Table 3:** Glazing mounted in linear supports at all four edges and intended to support human loads, with proven impact resistance and residual load-bearing capacity.

max. length [mm]	max. width [mm]	LSG structure [mm] (top / centre / bottom)	Minimum supporting surface depth [mm]
1500	400	8 HSG / * / 10 Float / * / 10 Float	30
1500	750	8 HSG / * / 12 Float / * / 12 Float	30
1250	1250	8 HSG / * / 10 HSG / * / 10 HSG	35
1500	1500	8 HSG / * / 12 HSG / * / 12 HSG	35
2000	1400	8 HSG / * / 15 Float / * / 15 Float	35

/\* = 1.52 mm PVB or SGP (SentryGlas® plus) intermediate film layer

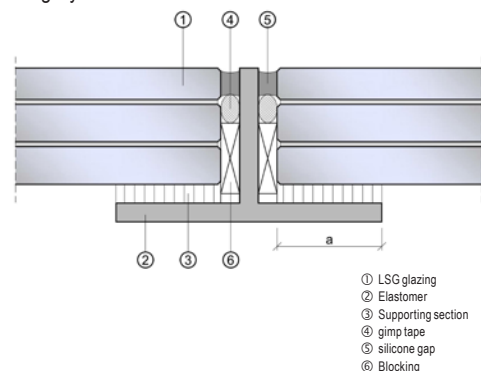
Glazing designed to support human loads may be secured by linear supports or at individual points. It must be made of LSG consisting of at least three layers of TSG and/or HSG/float glass. From the point of view of impact resistance, the use of TSG or HSG for the top layer is recommended. This surface must possess non-slip characteristics in accordance with DIN 51097. In order to achieve the required residual load-bearing capacity, the two lower layers will normally be made of float glass or HSG.

Glazing, mountings and supporting structure must be designed and their dimensions calculated to withstand the load of their own combined weight (dead load) as well as intended human (working) loads in accordance with the design calculation concept and all relevant and applicable standards.

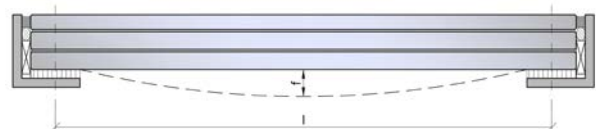
**Table 4:** Working loads / flexure limits for for walkable glass

Design calculation concept	DIN 18008-5
Working surface load $q_k$ , depending on usage category	C1: 3.0 kN/m <sup>2</sup> C3, T2: 5.0 kN/m <sup>2</sup>
Point load $Q_k$ , as an additional changing load parameter to be investigated	C1: 4.0 kN C3: 4.0 kN / T2: 2.0 kN
Application area of point load	50 x 50 mm
Inclusion of top sheet in structural static calculations allowed	only for constant design situation and for temporary design situation
Proof calculation for situation with broken top sheet (i. e. only the two lower sheets still bear the load)	proof for an extraordinary design load calculation situation
Standards relating to the action of loads	DIN EN 1991-1-1 DIN EN 1991-1-1 / NA
Max. sag / flexure with 3 load-bearing sheets	1/200
Max. sag / flexure with 2 load-bearing sheets	1/100

In the case of stairways the construction/design must guarantee sufficient distribution of loads. Stairs on stand structures shall always be classified with usage category T2.



Pict. 2: Supporting surface depth a (so-called glass insertion depth)



Pict. 3: Effective span exceeding [l] and flexure [f]

## ■ 4. Approval procedures

### ■ 4.1 Basics

If a glass component and its glass products conform to the technical building regulations outlined in chapter 2.3 and to generally accepted technical principles, then it shall be sufficient to submit the verified structural calculations and the verified plans, following which construction approval will be granted. In addition, the construction work on site will be checked and the results subjected to an approval inspection.

If additional components are installed for which statutory construction approval, a statutory construction test report or type approval are required, then these documents are to be submitted together with the structural calculations.

If a glass component or parts of this component do not conform to the construction engineering regulations and generally accepted technical principles outlined in chapter 2.3, and if no statutory construction approval or statutory construction test certificate can be produced, then an individual construction approval (Zustimmung im Einzelfall – ZIE) shall be required. An **Installation Approval for a Specific Case** may be granted instead of the individual construction approval if glass is used only within the rules and limitations described in this information sheet.

### ■ 4.2 Installation approval for a specific case

This approval procedure is similar to the procedure for obtaining individual construction approval. If an **Installation Approval for a Specific Case** has been granted once for a particular construction/design and type of usage, then the exhibition companies in question will accept this for an identical design serving an identical purpose. Nevertheless, a new application for construction work approval and approval inspection shall be submitted for each repeated case. The test report, all certificates and approvals, design details, as well as glass dimensions and thicknesses must be submitted with the application.

Glass components requiring approval and which require type 3 proof documentation are listed in column 14 of Tables A, B and C.

Installation approvals for specific cases cannot be granted at short notice, as they require a considerable period of time for processing. Applications for these should therefore be submitted at least 6 weeks before the commencement of construction.

Prior to conducting component tests, it is advisable to contact the respective exhibition company in good time in order to coordinate procedures and intended testing methods. Normally, component testing requirements stipulate inclusion of parts of the glass component's actual substructure in order to simulate realistic loads.

The procedure for obtaining an **Installation Approval for a Specific Case** is as follows:

- The structural calculations and the required certificates confirming the identity of the product(s) (glass manufacturer/processing company's factory certificates) must be verified and checked by a publicly certified structural building surveyor and tester (in the field of steel, concrete and brick construction/engineering).
- The surveyor shall confirm that there are no objections with regard to the design's suitability for use. It is his responsibility to decide on the necessity of additional testing of materials, impact resistance and whether further proof of residual load-bearing capacities must be obtained. The test report must be submitted to the exhibition company along with the other application documents requesting construction work permit (construction permit) and subsequent monitoring of the stand construction work and stand approval inspection.
- Final approval will be granted on location following an inspection to confirm that the construction/design on site conforms to the previously inspected documents. The engineer carrying out the monitoring and inspection acts on behalf of the exhibition company.

Recommended institutes for testing components used in glass construction/design are mentioned in table D.

## ■ 5. Notes on design and design calculations

- Glass is a brittle material, any failure of which will occur spontaneously and without warning.
- Glass is sensitive to blows with hard, pointed objects.

These properties lead to the following guideline notes:

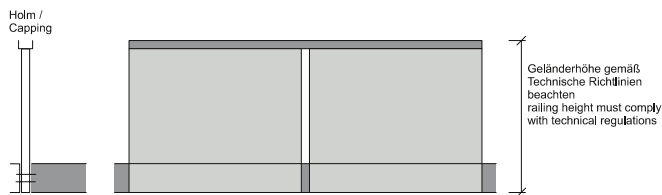
- Proof calculations for the load-bearing capacity of structural glass not only take into consideration the unbroken glass but always include an investigation of the broken or partially broken glass (proof of residual load-bearing capacity).
- The support design must ensure that glass sheets are not subjected to pressure or stresses by the supports.
- Direct glass-to-glass contact and contact between glass and other hard materials (e.g. metal) shall be prevented at all times, whereby the effects of load and temperature fluctuations have to be taken into account.
- The minimum supporting depths of glass sheets ("glass insertion depth") on their respective support sections as well as the allowable sheet and supporting beam sections as specified in chapter 2.3 for the design calculation concept must be adhered to.
- After glazing has been installed, the markings identifying the individual type of glass sheet used (e.g. TSG, HSG) must be durable and legible at all times. In the case of LSG glazing, a section of the edge must be left free for inspection purposes (to check the number of glass sheets, thickness, interlayer films) until the construction has been approved. If required, a manufacturer's certificate shall be submitted as well.
- The edges of glass sheets must be finished or protected in such a way as to exclude any possibility of injury.
- In the case of TSG, HSG, or LSG glazing manufactured from sheets of TSG or HSG, subsequent reworking of the finished product such as cutting out sections or drilling holes is not possible.
- Sheets intended to bear human loads must have a durable non-slip surface finish.
- Load-bearing adhesive joints may only be used if a general construction approval (abZ) has been granted for the entire adhesive system (i. e. the glass, adhesive and metal combination), and under the condition that the joint is made exactly as described in the approval documents. The rules described in chapter 2.3 do not yet make allowance for applying more favourable assumptions of the joint effect of the intermediate film layers in LSG and therefore an **Installation Approval for the Specific Case** has to be applied for if these assumptions are used in calculations. Trade publications [18] contain information on suitable calculation assumptions to account for the joint effects in LSG. This may possibly be useful for LSG in which SGP is used.



## ■ 6. Examples of structures (Barriers) designed to prevent falls

All possible dimensions, types of glass, thicknesses and the necessary proof documents are summarized in Table B.

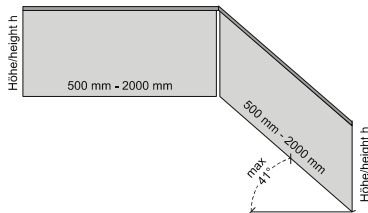
### ■ 6.1 Category B



#### Note:

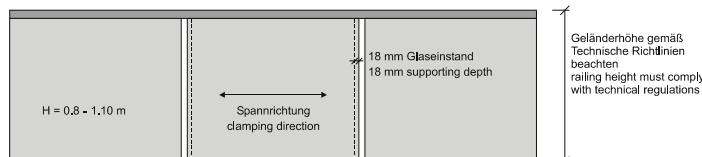
If LSG made of 10 mm TSG + 1.52 mm PVB/SGP + 10 mm TSG or of 10 mm HSG + 1.52 mm PVB/SGP + 10 mm HSG in the dimensions as stated in Table B is used, only static structural proof calculations are required.

As specified in DIN 18008-4, this also applies to parallelogram-shaped balustrades:



### ■ 6.2 Category C1

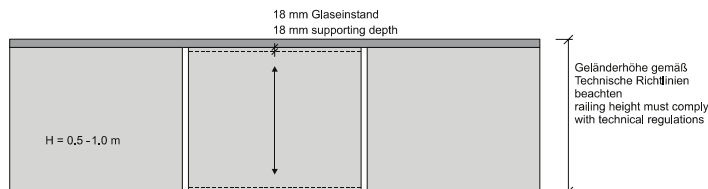
#### 6.2.1 Railing infills secured vertically on 2 sides



#### Note:

If the types of glass and the dimensions listed in Table B are used, only static structural proof calculations are required.

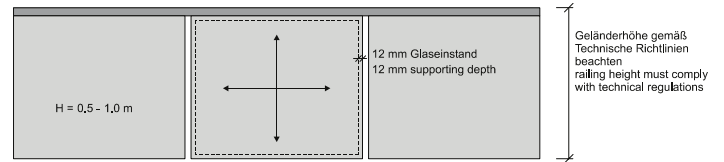
#### 6.2.2 Railing infills secured horizontally on 2 edges



#### Note:

If the types of glass and the dimensions listed in Table B are used, only static structural proof calculations are required.

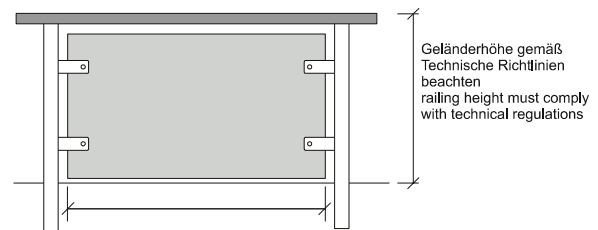
#### 6.2.3 Railing infills secured on 4 sides



#### Note:

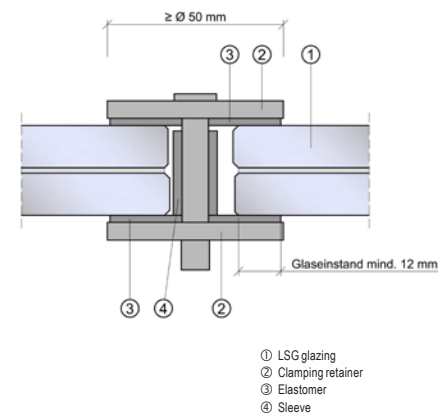
If the types of glass and the dimensions listed in Table B are used, only static structural proof calculations are required.

#### 6.2.4 Glazing secured at individual points by means of drilled anchorage points (design specifications in accordance with DIN 18008-4)



#### Note:

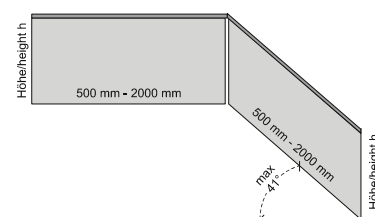
If the types of glass and the dimensions listed in Table B are used, only static structural proof calculations are required.



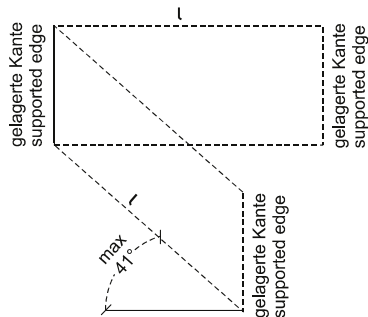
Pict. 4: circular plate (section)

In accordance with Appendix D and DIN 18008-4, the rules for Categories C1 and C2 also apply to parallelogram-shaped balustrades.

#### Category C1

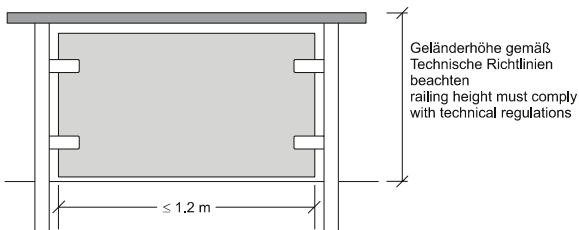


## Category C2



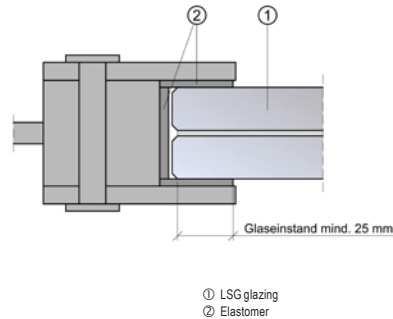
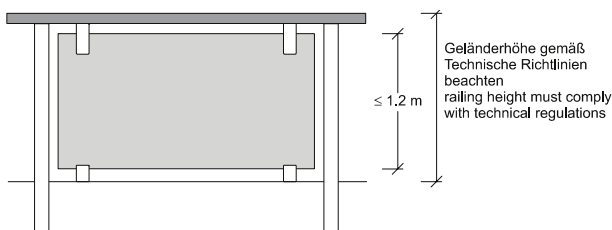
### 6.2.5 Point mounting with lateral clamps and anti-slip grips

- Designs that have a general construction approval (abZ) shall be used in accordance with.
- For all systems that have not been granted general construction approval, a pendulum impact test is required. Minimum requirement: LSG comprising 6 mm TSG + 1.52 mm PVB + 6 mm HSG or 6 mm HSG + 1.52 mm PVB + 6 mm HSG shall be used.



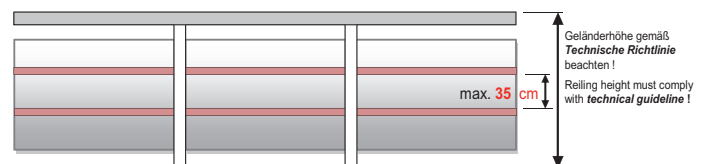
### 6.2.6 Point mounting with clamps at top and bottom

- System designs that have a general construction approval (abZ) shall be used in accordance with the specifications in the approval documents.
- For all systems that have not been granted general building approval, a pendulum impact test is required. Minimum requirement: LSG comprising 6 mm TSG + 1.52 mm PVB + 6 mm HSG or 6 mm HSG + 1.52 mm PVB + 6 mm HSG shall be used.



Pict. 5: Terminal holder (section)

## 6.3 Balustrade with horizontal bars (protection against falling is provided solely by sufficiently strong handrails and knee-height bars)



The type of glass used shall be selected from Table A, glazing not intended to protect against falls. The spacing between horizontal bars should not exceed approx. 35 cm.

## 7. Construction engineering regulations, generally accepted rules of engineering and references

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- [9] Wörner, J.-D.; Schneider J.: Closing report on experiments and calculations to determine the dynamic stresses on glass as a result of a light impact, Fraunhofer IRB Verlag Stuttgart 2000, Booklet T 2935
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- [12] **DIN 18008-1** (December 2010) Glass in Building - Design and construction rules - Part 1: Terms and general bases
- [13] **DIN 18008-2** (December 2010) Glass in Building - Design and construction rules - Part 2: Linearly supported glazings
- [14] **DIN 18008-3** (July 2013) Glass in Building - Design and construction rules - Part 3: Point fixed glazing
- [15] **DIN 18008-4** (July 2013) Glass in Building - Design and construction rules - Part 4: Additional requirements for barrier glazing
- [16] **DIN 18008-5** (July 2013) Glass in Building - Design and construction rules - Part 5: Additional requirements for walk-on glazing
- [17] Kasper, R., Pieplow, K., Feldmann, M.: Beispiele zur Bemessung von Glasbauteilen nach DIN 18008; published Ernst & Sohn Verlag für Architektur und technische Wissenschaften GmbH, Berlin, 2016
- [18] Wellershof, F.: Bemessungsschubmodule für Verbundglasscheiben, Stahlbau 76 (März 2007), H.3, S. 177 188
- [19] **Building rules list (see [www.dibt.de](http://www.dibt.de))**
- [20] **ETB-Richtlinie: Bauteile, die gegen Absturz sichern (Juni 1985)**  
(ETAss directive: Building components designed to prevent falls)

## 8. Abbreviations

Abbreviation	
abZ	German: Allgemeine bauaufsichtliche Zulassung (general construction approval)
C1, C3	Categories for vertically acting working loads on floors of public meeting spaces in buildings as specified in DIN EN 1991-1-1 / NA
DIBt	Deutsches Institut für Bautechnik (German civil engineering institute)
ESG	German: Einscheiben-Sicherheitsglas (fully-tempered glass / toughened safety glass )
HSG	Heat-strengthened glass
LSG	Laminated safety glass
PPG	Polished plate glass
PVB	polyvinyl butyral (intermediate film material for LSG)
SGP	SentryGlas® plus (intermediate film material for LSG)
SLS	Serviceability limit state
SPG	German: Spiegelglas (float glass or PPG)
T2	Category for vertically acting working loads on stairs / staircase landings for large traffic loads and escape staircases as specified in DIN EN 1991-1-1 / NA
TSG	Toughened safety glass
TVG	German: Teilvorgespanntes Glas (heat-strengthened glass)
ULS	Ultimate limit state
VSG	German: Verbund-Sicherheitsglas (laminated safety glass)
ZiE	German: Zustimmung im Einzelfall (individual construction approval)

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supporting human loads	14		
vertical	4, 5, 12, 13		
heat soak test certificate	4		
HSG / heat-strengthened glass	2, 4, 5, 6, 7, 8, 9, 10, 13, 14		
impact resistance	6, 7, 12, 13, 14		
individual construction approval	5, 7, 10		
infills	5, 8		
Installation Approval for a Specific Case	4, 7		
LSG / laminated safety glass	2, 4, 5, 6, 7, 8, 9, 10, 12, 13, 14		

**Table A: Vertical glazing, not intended to prevent falls**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			
Structure type					Allowed, yes/no	Glass thickness in mm	SGP / PVB film thickness	Width in mm		Height in mm		Min. glass insertion depth in mm	Type of proof required	Civil engineering rules			
Type	Propert.	Structure	Sheet support	Glass type				min	max	min	max						
Vertical glazing	not intended to prevent falls	Glass wall ≤ 4.0 m above floor level	Linear support on 2 sides	TSG	yes								1				
				LSG 2 layers	yes								1				
				Wire glass	yes								1	2)			
				Acrylic glass	yes								1				
			Linear support on 4 sides	TSG	yes								1				
				LSG 2 layers	yes								1				
				Wire glass	yes								1	2)			
				Acrylic glass	yes								1				
			Point supports	TSG	yes								1				
				LSG 2 layers	yes								1				
				Wire glass	no												
				Acrylic glass	yes									1			
		Glass wall > 4.0 m above floor level	Linear support on 2 sides	TSG	yes									2, 5	A		
				LSG 2 layers	yes									2	A		
				Wire glass	yes									2	2)		
				Acrylic glass	yes									1			
			Linear support on 4 sides	TSG	yes									2 1)	A		
				LSG 2 layers	yes									2 1)	A		
				Wire glass	yes									2 1)	2)		
				Acrylic glass	yes									1			
			Point supports	TSG	yes										2, 3, 5	B	
				LSG 2 layers	yes										2, 3	B	
				Acrylic glass	yes										1		
				Wire glass	no												
		Railing infill system with cross-bar and fall-prevention crossbars at knee-height (the actual glass sheet has no barrier function)	Linear support on 2 sides	TSG	yes										1, 5	A	
				LSG 2 layers	yes										1	A	
				Wire glass	yes										1	2)	
				Acrylic glass	yes										1		
			Linear support on 4 sides	TSG	yes										1	A	
				LSG 2 layers	yes										1	A	
				Wire glass	yes										1	2)	
				Acrylic glass	yes										1		
			Point supports	TSG	yes											1, 5	B
				LSG 2 layers	yes											1	
				Wire glass	no												
				Acrylic glass	yes										1		
Kind of proof:			1: No specific proof		2: Verified static calculations			3: Installation clearance for specific case				4: Pendulum impact test					
			5: Heat soak test		6: Residual load-bearing cap. test			7: Shock impact resistance test									
Civil engineering rules:			A: DIN 18008-1/2		B: DIN18008-1...3												

<sup>1)</sup> Proof type 2 (verified static design calculations) are not required for sheet areas  $A \leq 1.6 \text{ m}^2$  and  $d \geq 4 \text{ mm}$ 
<sup>2)</sup> Wire glass is allowed only for existing components, if it is calculated / approved in accordance to the formerly technical standards right in time of the first-installation and by clearance of the exhibition company.



**Table B: Vertical glazing, intended to prevent falls (barrier glazing)**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15				
Structure type					Allowed, yes/no	Glass thickness in mm	SGP / PVB film thickness	Width in mm		Height in mm		Min. glass insertion depth in mm	Type of proof required	Civil engineering rules				
Type	Propert.	Structure	Sheet support	Glass type				min	max	min	max							
Vertical glazing	Fall-prevention, barrier (Dh > 1 m)	Glass wall (cat. A as defined in DIN 18008-4)	Linear support on 2 sides	TSG	no <sup>2)</sup>										18	2, 4	A	
				LSG 2 layers	yes		0.76											
			Linear support on 4 sides	TSG	no <sup>2)</sup>										12	2	A	
				LSG 2 layers	yes	2x6 Float	0.76	500	1200	1000	2000							
						2x8 Float	0.76	500	1500	1000	2500							
						2x10 Float	0.76	1200	2100	1000	3000							
						2x6 Float	0.76	500	2000	1000	1200							
						2x8 Float	0.76	500	2500	1000	1500							
						2x10 Float	0.76	1000	3000	1200	2100							
						2x6 Float	0.76	300	500	500	3000							
			Point supports	TSG	no <sup>2)</sup>										4)	2	B	
				LSG 2 layers	yes	2x10 HSG	1.52		1200 <sup>3)</sup>		1600 <sup>3)</sup>							
				LSG 2 layers	yes	2x8 TSG	1.52		1200 <sup>3)</sup>		1600 <sup>3)</sup>							
				LSG 2 layers	yes	2x10 TSG	1.52		1600 <sup>3)</sup>		1800 <sup>3)</sup>							
				LSG 2 layers	yes	2x10 TSG	1.52		800 <sup>3)</sup>		2000 <sup>3)</sup>							
				LSG 2 layers	yes		0.76											
		Balustrade/parapet clamped at the bottom, with handrail (cat. B as defined in DIN 18008-4)	Linear clamping at one edge	TSG	no										100	2	A	
				LSG 2 layers	yes	2x10 TSG	1.52	500	2000	900	1100	100	2	A				
						2x10 HSG	1.52	500	2000	900	1100	100	2	A				
						Railing infill (cat. C1 and C2 as defined i n DIN 18008-4)	Linear support at top and bottom	TSG	no <sup>2)</sup>									
		LSG 2 layers	yes	2x6 Float	0.76			1000	any desired	500	800							
				2x5 TSG	0.76			800			1100							
				2x8 Float	1.52			800			1100							
		Linear support at left and right	TSG	no <sup>2)</sup>										1100	18	2	A	
			LSG 2 layers	yes	2x6 Float		0.76	500	800	1000								
					2x6 TSG		0.76		1100	800								
					2x8 Float		1.52		1100	800								
		Linear support on 4 sides	TSG	yes									12	2, 4	A			
			LSG 2 layers	yes	2x5 Float		0.76	500	2000	500	1000	12	2	A				
		Railing infill (only cat. C1 as defined in DIN 18008-4)	Point supports	TSG	no <sup>2)</sup>										10	2	B	
				LSG 2 layers	yes	2x6 TSG	1.52		1200		700							
						2x8 TSG	1.52		1600		800							
				LSG 2 layers	yes	2x8 HSG	1.52		1600		800							
				LSG 2 layers	yes	2x6 HSG	1.52		1200		700							
		Glass wall with load-bearing / protective handrail in front of it (cat. C3 as defined in DIN 18008-4)	Linear support on 2 sides	TSG	no <sup>2)</sup>										18	2, 4	A	
				LSG 2 layers	yes													
			Linear support on 4 sides	TSG	no <sup>2)</sup>										12	2	A	
				LSG 2 layers	yes	2x5 PPG	0.76	500	1500	1000	3000							
			Point supports	TSG	no <sup>2)</sup>										2, 3, 4	B		
					yes													
Kind of proof:			1: No specific proof		2: Verified static calculations			3: Installation clearance for specific case				4: Pendulum impact test						
			5: Heat soak test		6: Residual load-bearing cap. test			7: Shock impact resistance test										
Civil engineering rules:			A: DIN 18008-1/2/4		B: DIN 18008-1...4													

Kind of proof:	1: No specific proof	2: Verified static calculations	3: Installation clearance for specific case	4: Pendulum impact test
	5: Heat soak test	6: Residual load-bearing cap. test	7: Shock impact resistance test	
Civil engineering rules:	A: DIN 18008-1/2/4	B: DIN 18008-1...4		

If a pendulum impact test, proof type „4“, is not specified in column 14, then this advantage is subject to adherence to the limit values stated in columns 7 to 13. Structural designs not listed here will require an Installation Approval for the Specific Case.

<sup>2)</sup> In systems having a valid general statutory construction approval, LSG may be used in accordance with the text of the approval documents.

<sup>3)</sup> The distance between neighbouring point supports in x-direction and in y-direction, respectively.

<sup>4)</sup> Clamped on both faces by circular plates with diameter d >= 50 mm, if spacing is greater than 1200 mm, plate diameter shall be d >= 70 mm, see DIN 18008-3/4

The use of thermoplastics materials (acrylic glass) and wire glass is not allowed for vertical glazing intended to prevent falls (barrier glazing).

If the sheets are held in linear supports, LSG made of HSG and with the same specified thicknesses may be used instead of LSG made of float glass.

**Table C, Horizontal glazing**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Structure type					Allowed, yes/no	Glass thickness in mm (top / centre / bottom) / * / = 1.52 mm PVB / SGP	SGP / PVB film thickness	Length in mm		Width in mm		Min. glass insertion depth in mm	Type of proof required	Civil engineering rules
Type	Propert.	Structure	Sheet support	Glass type				min	max	min	max			
Horizontal glazing	Overhead glazing (angled at > 10° to the vertical) <sup>3)</sup>		Linear support on 2 sides	TSG	no									
				LSG 2 layers	yes		0.76		1200 <sup>4)</sup>				2 <sup>5)</sup>	A
				Wire glass	yes				700 <sup>4)</sup>			15	2	<sup>7)</sup>
			Linear support on 4 sides	TSG	no									
				LSG 2 layers	yes		0.76						2 <sup>5)</sup>	A
				Wire glass	yes				700 <sup>4)</sup>			15	2	<sup>7)</sup>
			Point supports	TSG	no									
				LSG 2 layers	yes		1.52						2, 3, 6 <sup>6)</sup>	B
				Wire glass	no									
	Walkable glazing for supporting persons	Installed at height ≤ 20 cm	Linear support on 2 sides	TSG	no									
				LSG 2 layers	no									
				LSG 3 layers	yes							30	2 <sup>5)</sup>	C
				Wire glass	no									
			Linear support on 4 sides	TSG	no									
				LSG 2 layers	no									
				LSG 3 layers	yes	8 HSG /*/ 10 Float /*/ 10 Float	1.52		1500		400	30	2	C
				LSG 3 layers	yes	8 HSG /*/ 12 Float /*/ 12 Float	1.52		1500		750	30	2	C
				LSG 3 layers	yes	8 HSG /*/ 10 HSG /*/ 10 HSG	1.52		1250		1250	35	2	C
				LSG 3 layers	yes	8 HSG /*/ 12 HSG /*/ 12 HSG	1.52		1500		1500	35	2	C
				LSG 3 layers	yes	8 HSG /*/ 15 Float /*/ 15 Float	1.52		2000		1400	35	2	C
				LSG 3 layers	yes							30	2 <sup>5)</sup>	C
				Wire glass	no									
			Point supports	TSG	no									
				LSG 2 layers	no									
				LSG 3 layers	yes								2 <sup>5)</sup>	C
				Wire glass	no									
		Installed at height > 20 cm	Linear support on 2 sides	TSG	no									
				LSG 2 layers	no									
				LSG 3 layers	yes							30	2, 3, 6, 7	C
				Wire glass	no									
			Linear support on 4 sides	TSG	no									
				LSG 2 layers	no									
				LSG 3 layers	yes	8 HSG /*/ 10 Float /*/ 10 Float	1.52		1500		400	30	2	C
				LSG 3 layers	yes	8 HSG /*/ 12 Float /*/ 12 Float	1.52		1500		750	30	2	C
				LSG 3 layers	yes	8 HSG /*/ 10 HSG /*/ 10 HSG	1.52		1250		1250	35	2	C
				LSG 3 layers	yes	8 HSG /*/ 12 HSG /*/ 12 HSG	1.52		1500		1500	35	2	C
				LSG 3 layers	yes	8 HSG /*/ 15 Float /*/ 15 Float	1.52		2000		1400	35	2	C
				LSG 3 layers	yes							30	2, 3, 6, 7	C
				Wire glass	no									
			Point supports	TSG	no									
				LSG 2 layers	no									
				LSG 3 layers	yes								2, 3, 6, 7	C
				Wire glass	no									

Kind of proof:	1: No specific proof	2: Verified static calculations	3: Installation clearance for specific case	4: Pendulum impact test
	5: Heat soak test	6: Residual load-bearing cap. test	7: Shock impact resistance test	
Civil engineering rules:	A: DIN 18008-1/2	B: DIN 18008-1...3	C: DIN 18008-1...5	

<sup>3)</sup> Overhead glazing that has to be capable of supporting human loads to permit cleaning is subject to a special approval procedure.

<sup>4)</sup> The data apply to the smaller distance between supports (support direction).

<sup>5)</sup> If HSG which has not received general statutory construction approval (abZ) is used, an additional Installation Approval for the Specific Case is required.

<sup>6)</sup> If glass type/support type combination systems which have been granted a general statutory construction approval (abZ) are used, the Installation Approval for the Specific Case is not required.

<sup>7)</sup> Wire glass is allowed only for existing components, if it is calculated/approved in accordance to the formerly technical standards right in time of the first-installation and by clearance of the exhibition company. The use of thermoelastic materials for horizontal glazing is not allowed. However, exceptions may be possible if the exhibition company has no objections with regard to fire protection and structural stability.

**Tabelle D, Recommended German institutes for testing components used in glass construction / design**

Technische Universität Dresden, Institut für Baukonstruktionen (Beyer-Bau) Prof. Dr.-Ing. Weller August-Bebel-Str. 30 01219 Dresden	MFGA Leipzig GmbH Hans-Weigel-Str. 2B 04319 Leipzig	TU Hamburg – Harburg Institut für Baustatik und Stahlbau Prof. Dr.-Ing. Starossek Denickestr. 7 21073 Hamburg
Leibnitz-Universität Hannover Institut für Massivbau Prof. Dr.-Ing. Marx Appelstr. 9a 30167 Hannover	Materialprüfanstalt für das Bauwesen Braunschweig Beethovenstr. 52 38106 Braunschweig	MPA Nordrhein-Westfalen Marsbruchstr. 186 44287 Dortmund
RWT Aachen Lehrstuhl für Stahlbau Prof. Dr.-Ing. Feldmann Mies-van-der-Rohe-Str. 1 52074 Aachen	MPA Darmstadt Grafenstr. 2 64283 Darmstadt	TU Darmstadt Institut für Werkstoffe und Mechanik im Bauwesen Prof. Dr.-Ing. Wörner Franziska-Braun-Str. 3 64287 Darmstadt
FMPA Baden-Württemberg FB 2, Abt. 21, Referat 214 Pfaffenwaldring 4 70569 Stuttgart (Vaihingen)	Universität Karlsruhe Versuchsanstalt für Stahl, Holz und Steine Prof. Dr.-Ing. Ummenhofer Otto-Amman-Platz 1 76131 Karlsruhe	Friedmann & Kirchner Gesellschaft für Material- und Bauteilprüfung Große Ahlmühle 7 76865 Rohrbach
FH München Labor für Stahl- und Leichtmetallbau Prof. Dr.-Ing. Bucak Karlstr. 6 80333 München	TU München Lehrstuhl für Metallbau Prof. Dr.-Ing. Mensinger Arcisstr. 21 80333 München	Institut für Fenstertechnik e.V. Theodor-Griehl-Str. 7-9 83025 Rosenheim

**Please send to:**

Messe München GmbH  
Guest events  
request@messe-muenchen.de

**Please send this form filled and signed via E-mail latest till**

Orders could only be processed and executed punctually after forwarding this form.

Exhibitor (legal form of company)

Hall / Stand no.

Branch / Invoice Addendum / Department

Country

Street Address

Postal Code, City / Town

Postal Code / P.O. Box

E-mail

Contact Person

Valid VAT ID No.

Additional information required on the invoice: Contact person, order no., etc.

**Electronic invoice dispatch (only complete if invoiced directly to the issuer above)**

☐ Yes, I/we would like to participate in electronic invoicing. Invoices should be sent to the email address (e-billing email address) specified below.

☐ No, I/we do not wish to participate in the electronic invoice dispatch and want to receive the invoices by post.

**e-billing email address** (qualified for invoice processing)

E-mail (recipient of invoice)

Contact person for the invoice (first and last name)

Telephone

Fax

**Correspondence address**

(only in the case of a different billing address, e.g., accounting at a different address or with other/further information than the company address specified above)

The invoice should be issued to this address:

Name (legal form of company)

Branch / Invoice Addendum / Department

Country

Street Address

Postal Code, City / Town

Postal Code, City / Town / P.O. Box

Contact Person

Additional information required on the invoice: Contact person, order no., etc.

**Important note**

All services provided by Messe München GmbH are **invoiced exclusively to one invoice recipient** per exhibition stand. Orders that have not been commissioned by the Issuer may only be accepted if this form is signed **by the Issuer and the Deviating Orderer** as a sign of confirmation.

The billing address details provided apply to **ALL** services invoiced via Messe München GmbH and any invoiced prepayment invoices.

**Messe München reserves the right to charge a processing fee of EUR 50.00 per newly issued invoices for changes of address after invoicing and for the reissue of invoices due to incorrect or incomplete data communicated by the customer.**

### ■ Different invoice recipient

We have ordered services for the above event and would like Messe München GmbH, Messegelände, 81823 Munich, Germany, hereinafter referred to as "MMG", to send its invoices for these services not to us, but to the invoice recipient listed provided in this form. We are aware that this is only permissible, in particular for VAT reasons if not we but instead the invoice recipient listed in this form become the contractual partner of MMG. We therefore declare:

All contract-relevant declarations regarding our ordered services at the above event are made on behalf of the invoice recipient listed in this form. This also applies to contract-relevant declarations that we have already made. We assure that we are duly authorized to do this.

We agree that the contracts relating to the services provided in connection with our participation in the above-mentioned event are concluded in such a way that the services owed by Messe München GmbH are provided to us (contracts for the benefit of third parties).

We are responsible for ensuring that the invoice recipient listed in this form duly and promptly fulfills all obligations to Messe München GmbH under the aforementioned contracts. This also applies mutatis mutandis in the event that one of the aforementioned contracts should be invalid in the absence of power of attorney or approval from the invoice recipient.

On behalf of the invoice recipient listed in this form, we acknowledge the general terms and conditions applicable to the respective contracts, including the respective jurisdiction agreements, which also apply to our above obligation.

Company address and data of the deviating **invoice recipient** (billing address)

Legal form of company

Country

Postal Code, City / Town

E-mail

VAT ID number (VAT ID number of the invoice recipient—mandatory according to VAT Act)

Street Address

Postal Code, City / Town / P.O. Box

Contact Person (first and last name)

Additional information required on the invoice: Contact person, order no., etc.

Please checkmark the following:

- ☐ The invoice recipient is established in Germany or in the European Union; the invoice recipient is a company that carries out an economic activity independently to achieve sustainable revenue (Art. 9 of the Directive on the VAT system). He will purchase the services of Messe München GmbH for his company. VAT ID number of the invoice recipient (mandatory according to VAT Act)
- ☐ The invoice recipient is a foreign government agency (Ministry, Embassy, Consulate, etc.) and would like to provide exhibition space to co-exhibitors for a fee: The invoice recipient is to be regarded as an entrepreneur within the meaning of Section 2 para. 3 of the VAT Act (even without specifying the VAT ID number).

- ☐ The invoice recipient is established in a country outside the European Union: The invoice recipient is a company that carries out an economic activity independently to achieve sustainable revenue (Art. 9 of the Directive on the VAT system). He will purchase the services of Messe München GmbH for his company.
- ☐ None of the above statements is correct. In this case, Messe München GmbH will charge its services plus the statutory German VAT even if the invoice recipient is based abroad.

Electronic invoice dispatch (concerning different billing address)

- ☐ Yes, I/we would like to participate in electronic invoicing. Invoices should be sent to the email address (e-billing email address) specified below.
- ☐ No, I/we do not wish to participate in the electronic invoice dispatch and want to receive the invoices by post.

### ■ e-billing email address (qualified for invoice processing)

E-mail (recipient of invoice)

Telephone

Contact person for the invoice (first and last name)

Fax

Further comments

I have taken note of the privacy policy: <https://messe-muenchen.de/de/datenschutzhinweise>

Place / date

Company stamp and legally binding signature of exhibitor



Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

### We hereby authorize

Company

Contact

Address

Tel. / mobile

### to order the following services on our behalf and chargeable to our account:

- ☐ Electrical connections / installations
- ☐ Water/sanitary connections/installations
- ☐ Compressed air connections/installations
- ☐ Suspension units
- ☐ Telecommunications services
- ☐ Approval for special stand constructions
- ☐ Stand systems/Partitions
- ☐ Waste disposal
- ☐ Early move-in
- ☐ Rental spaces in loading yard
- ☐ Cleaning Services
- ☐ Stand Security Services

The official contracting partner of Messe München GmbH and invoicee for all authorized services shall remain the authorizing party.

This form is not required for **online orders** via the Exhibitor Shop of Messe München GmbH.

## ■ Stand design / construction information

### a) Stand design

No plan approval 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 for approval to Messe München GmbH's Technical Exhibition Services Division together with to-scale stand design plans (ground plan, elevations and sectional drawings) by email, as pdf-file or per mail, six weeks prior to the commencement of the official stand assembly period at the latest. Please ensure you comply with the provisions set out in form 1.2 "Application for Preventive Fire Protection Measures" and form 1.3 "Application for Special Stand Designs" as well as with the Technical Guidelines of Messe München GmbH.

### b) Stand assembly

- ☐ We have hired the following exhibition stand builder  
(please be sure to complete this section):

Company

Contact

Address

Tel. / mobile

Fax

E-mail

Please note that irrespective of plan approval by the Technical Exhibition Services Division, the installer and/or operator of an exhibition stand is responsible for compliance with public statutory regulations, such as the Bavarian Building Code (BayBO), insofar as applicable to exhibition stands, as well as with the Messe München GmbH Terms of Participation.

Place / date

Company stamp and legally binding signature of exhibitor

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

This service form should only be submitted to the extent that one or more of the stand structures, installations / facilities or activities requiring notification, inspection and/or approval mentioned below apply/ies to the above-mentioned stand space.

In such cases, the notices on "Fire Protection Measures at Trade Fairs and Exhibitions" and "Fire Safety Regulations in the Outdoor Exhibition Area" as well as the conditions detailed overleaf should be given due consideration in addition to those set out in the Technical Guidelines of Messe München GmbH. We would like to draw your particular attention to the Places of Assembly Directive (VStättV) in its current version (notably the operating requirements in part 4, sections 31 and 43) which can be downloaded free of charge at <http://www.stmi.bayern.de/bauen/baurecht/vorschriften/>.

The Munich Municipal Fire Department reserves the right to impose additional requirements to the extent that the necessity to do so arises from the fire safety site inspection or during operation.

#### Please note:

- To-scale escape and emergency route plans as well as any verification required of the building class of the materials used and/or their sprinkler compatibility and/or technical descriptions / planning documents including all size and quantity details as well as all the necessary inspection certificates should be submitted together with this application.
- For two-story stands in the halls and/or multi-story stands in the outdoor exhibition area, this service form and all documents listed in Form 1.3 should be submitted to the Technical Exhibition Services Division (TAS).

**This form will be passed on by Messe München GmbH to the Munich Municipal Fire Department together with all relevant documents you submit.**

**Please give due attention to the detailed provisions on pages 2 and 3.**

#### Subject to approval in the halls

- ☐ Exhibition stands with a floor area of more than 100 m<sup>2</sup>
- ☐ Two-story stand structures
- ☐ Stand structures with horizontal stand covers / canopies

#### Subject to approval in the outdoor exhibition area

- ☐ Stands with a floor area of more than 50 m<sup>2</sup>
- ☐ Multi-story stands

#### Subject to approval in the halls and outdoor exhibition area

- ☐ Vehicles and containers
- ☐ Stands with chairs arranged in rows and / or around tables for more than 200 persons
- ☐ Slide projection and / or film shows in darkened rooms
- ☐ Use of compressed gases, liquid gases, flammable liquids and deep fryers > 50 l capacity (individually or in total)
- ☐ Use of welding equipment and activities involving naked flames
- ☐ Open fires and activities involving risk of fire
- ☐ Pyrotechnics
- ☐ Acids and lyes
- ☐ Use of radioactive materials and bio-hazardous substances
- ☐ Plant decorations from treated moss (e.g. Iceland moss / polar moss)

Place / date

Company stamp and legally binding signature of exhibitor

## ■ Provisions for the declaration of installations and facilities requiring notification, inspection and / or approval to the Munich Municipal Fire Department

### ■ Please note

- This service form will be passed by the Technical Exhibition Services Division (TAS) of Messe München GmbH to the Munich Municipal Fire Department should this be considered necessary.
- The references quoted in the following text apply to details set out in the Technical Guidelines of Messe München GmbH, which are attached to the Order Forms for Exhibitor Services.

### ■ Halls

#### For exhibition stands with a floor area of more than 100 m<sup>2</sup>

approval must be obtained from TAS (cf. item 4.2 "Stand Construction Approval"). As far as the design of such stands is concerned, Section 4 "Regulations Governing Stand Construction" and particularly items 4.4.4. "Regularly occupied spaces" and 4.5 "Exits, Escape Routes, Doors" should be given special attention.

#### For two-story stand structures

approval must be obtained from TAS (cf. item 4.2 "Stand Construction Approval"). As far as the design of such stands is concerned, Section 4 "Regulations Governing Stand Construction" and particularly item 4.9 "Two-story stand construction" should be given special attention.

#### Stand structures with horizontal ceilings/canopies

Irrespective of their size, horizontal ceilings and canopies above stands are subject to approval, for which a written application must be submitted to the TAS of Messe München GmbH (see "Application for Preventive Fire Protection" form in the Technical Order Forms).

All stand ceilings/canopies require the prior written approval of Messe München GmbH's TAS. With respect to the design of such stands, item 4.4.2 "Stand ceilings/canopies" should be given special attention.

Please refer to the Notice on "Sprinkler-compatible Materials" in the Order Forms for Exhibitor Services for information on the materials approved for stand ceilings/canopies and supply sources.

#### Vehicles and/or containers

are subject to approval if used as exhibits in the halls (cf. item 4.2.2. "Vehicles and Containers" as well as items 4.4.1.2. "Motor Vehicles as Exhibits" and 4.4.2. "Stand ceilings/canopies". The fuel tank contents of vehicles must be reduced to the quantity of fuel required for accessing and leaving the hall (fuel gauge must indicate "low/reserve"). When exhibiting hybrid vehicles with gas tank, the tank must be completely drained. The fuel / gas tank is to be locked; at the request of Messe München GmbH, the battery must also be disconnected.

Mobile exhibition stands (show trucks, buses, trailers, etc.) with a single covered area of in excess of 30 m<sup>2</sup>, must be equipped with a sprinkler system.

### ■ Outdoor exhibition area

#### For stand structures with a floor area of more than 50 m<sup>2</sup>

approval must be obtained from Technical Exhibition Services Division (cf. item 4.2 "Stand Construction Approval").

Please note the regulations and guidelines governing the construction and operation of temporary structures (FIBauR) and DIN 4112 (Temporary Structures: Guidelines for Dimensioning and Execution) in the versions valid at the given time. With respect to the design of such stands, item 4.8 "Outdoor Exhibition Area" and the notice "Stand Structures and Exhibits in the Outdoor Exhibition Area" in the Order Forms for Exhibitor Services should be given special attention.

Exhibition stands with a total floor area of more than 500 m<sup>2</sup> require a **declaration of agreement** from the Munich Municipal Fire Department. Plans in quadruplicate should be submitted to the TAS division of Messe München GmbH for onward trans-

mission to the Munich Municipal Fire Department by the closing date indicated in the "Important Notes" section of the Order Forms for Exhibitor Services at the latest.

All exhibition stands (tents, containers) and other facilities must be equipped with a fire extinguisher (min. capacity of 9 l) at each exit, a carbon dioxide extinguisher (min. capacity 5 kg) in kitchen areas and, should deep-fryers be used, an extinguisher for fat fires (min. capacity 6 l) to EN 3 or DIN 14406. The Munich Municipal Fire Department reserves the right to impose additional requirements to the extent that the necessity to do so arises from the fire safety site inspection or during operation.

#### For multi-story stand structures

approval must be obtained from TAS (cf. item 4.2 "Stand Construction Approval"). With respect to the design of such stands, items 4.8. "Outdoor Exhibition Area" and, if applicable to the outdoor exhibition area, 4.9 "Two-story Stand Construction" in the regulations governing stand building should be given special attention.

### ■ Loading yards

#### During stand setup and dismantling periods

only such parking bays as are available and marked as such are to be used for loading and unloading. Fire service access routes should be kept clear at all times.

#### During the trade show itself

the loading yards serve, as a general rule, in full as escape and emergency routes (fire lane and safety zone).

### ■ Halls and outdoor exhibition area

#### For areas with row or table seating for > 200 persons

approval must be obtained from TAS (cf. item 4.2 "Stand Construction Approval"). To the extent that 200 seats or more need to be arranged, the total number of seats and the escape/rescue routes must be shown in a separate plan (seating plan scale 1:200) to be submitted to Messe München GmbH in triplicate, whereby the width of the escape/rescue routes is to be based on and sized according to the maximum number of persons the room can accommodate. A copy of the plan approved for the given usage should be displayed in a clearly visible location near the main entrance to the assembly room concerned.

#### For slide and/or film shows

in darkened rooms, approval must be obtained from TAS (cf. item 4.2 "Stand Construction Approval"). With respect to the planning of such stands, item 5.11 Assembly Rooms/Show Areas ("Film, Slide, Television Shows and other Presentations") should be given special attention.

#### Compressed gas cylinders, flammable liquids, liquid gas installations

Approval must be obtained from the Munich Municipal Fire Department for the use of compressed gas cylinders and flammable liquids in conjunction with the presentation of exhibits (cf. item 5.9 "Use of Compressed Gases, Liquid Gases and Flammable Liquids").

Only such quantities of industrial gases as are needed for the day's operations may be kept on the exhibition stand. This must be reported to TAS two weeks prior to the event commencing at the latest. The use of liquid gas is generally prohibited and requires the approval of the Munich Municipal Fire Department for exceptions to this ruling. The use of liquid gas for heating purposes is prohibited.

Technical descriptions and any necessary planning documents including details of size and quantity should be attached to given service form.

#### For the use of welding equipment and activities involving naked flames

during the stand setup and dismantling periods, notification must be submitted to and approval obtained from TAS prior to commencement of the work concerned. A permit is available from the Hall Inspectorate and should be completed on site.

Highly inflammable materials such as loose paper, packaging and the like must be removed from the stand area. The work bench must be made of non-flammable material. At least one fire extinguisher suitable for and approved to fire class C to DIN 14406 or EN3 should be available on the stand. In particular, item 4.4.1.11. of the

Technical Guidelines "Abrasive Cutting and Working with Naked Flames" should be given special attention.

**Open fires and activities involving a risk of fire**

are prohibited. Approval must be obtained from the Munich Municipal Fire Department in the event of an exception being made to this ruling (cf. item 4.4. "Fire Prevention and Safety Regulations" and item 5.9. "Use of Compressed Gases, Liquid Gases and Flammable Liquids". The use of individual or multiple candles for table lighting and other purposes is only permitted with candlesticks, holders or candelabras that stand securely and are inflammable. They should be located at a sufficiently safe distance away from flammable materials (decorations, curtains, flammable lampshades, etc.) to ensure that the latter cannot catch fire. Candles must be kept under constant supervision. Munich Municipal Fire Department and Messe München GmbH reserve the right to prohibit the use of lit candles at short notice.

**Pyrotechnics**

The use of pyrotechnics is subject to approval and should be coordinated with Messe München GmbH. Further information on preventive fire and risk protection (in German) is available for downloading at [www.feuerwehr.muenchen.de](http://www.feuerwehr.muenchen.de) – Vorbeugender Brand- und Gefahrenschutz - "Info- und Brandschutzmerkblätter"

**Acids and lyes**

Acids and lyes are generally prohibited. Exceptional approval for the use of such substances, to be applied for via this form, can be granted by the safety authorities responsible. No right to the granting of such exceptional approval can be asserted.

**Use of radioactive materials and bio-hazardous substances**

The use of radioactive materials must be reported to the Munich Municipal Fire Department subject to the approval of

Bayerisches Landesamt für Umweltschutz  
Bürgermeister-Ulrich-Str. 160  
86179 Augsburg, Germany  
Tel. +49 821 9071-0  
Fax +49 821 9071-5556  
[poststelle@lfu.bayern.de](mailto:poststelle@lfu.bayern.de)  
[www.bayern.de/lfu/](http://www.bayern.de/lfu/)

(cf. item 5.12.1. "Radioactive Materials")

Any source of radiation installed in equipment, machines, devices or other apparatus must be removed daily when the trade fair closes and stored in a safe approved by Messe München GmbH. Bio-hazardous substances may only be stored and used with the permission of the Munich Municipal Fire Department.

Please also take special note of item 5.10 of the Technical Guidelines "Hazardous substances".

**Plant decorations made of treated moss (e.g. Iceland moss / polar moss)**

Moss brought to the show that has been post-treated, such as Iceland moss or polar moss, is considered decoration and must be at least flame-retardant as per DIN 4102 or DIN EN 13501-1. The instructions in the test certificate regarding application and installation are to be observed.

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

**To be filled in only if the Building Regulations on page 2 of this form are applicable to the given construction. The application for approval is to be submitted at least six weeks prior to the commencement of the stand setup period. Approval cannot be guaranteed unless this deadline is respected. All the documents required are to be submitted in German either digitally or by mail.**

We herewith apply—in the name and for account of the registered main exhibitor—for the granting of a building permit limited to the duration of the trade fair for the following exhibition structure in accordance with the conditions set out on page 2 of this form.

Short description of the exhibition structure

Size of stand area rented m<sup>2</sup>

Size of ground floor area m<sup>2</sup>

Size of upper level area m<sup>2</sup>

**Glass** will be used as a structural component of the stand

☐ Yes ☐ No

**The following documents are required in order to process your application:**

- Dimensioned plan of the ground floor, triplicate
- Dimensioned plan of the upper floor, triplicate (for two-story structures)
- Dimensioned elevations, triplicate
- Dimensioned cross-sections, triplicate
- Verified (by a qualified structural engineer) static load plan with test report or static load calculation, in duplicate
- Description of structure, in duplicate
- Documentation relevant to the given glass structure (installation position of glazing, glass type, glass thickness, type of mounting, pane size)

**Please note: all documentation must be in German, the drawings must be to scale and dimensioned in meters, to be submitted digitally or by mail. In case of digital submission, the requirement for multiple copies does not apply.**

All plans and static calculations shall be signed on the original and dated by the author. This form shall also be signed by the exhibitor unless power of attorney has been granted.

**Acceptance testing of the uncovered load-bearing structure/glass structure can be performed on:**

Date

**Stand construction company carrying out structural work:**

Company, address

Phone, fax

E-mail

**Author of draft:**

Name

Address

**Author of static calculations:**

Name, address

Phone

E-mail

Place, date Legally binding signature of applicant

Legally binding signature of site manager Legally binding signature of exhibitor



## ■ Declaration by the Project Manager, Foreman or Site Manager responsible for implementation of the special stand design

I, the responsible ☐ Project Manager ☐ Foreman ☐ Site Manager

Name	Mobile phone number during stand-setup period
Address	E-mail
Phone/Fax	

hereby declare that the above exhibition stand complies with the statutory regulations as well as with the Technical Guidelines.

## ■ Building Regulations

Every **organizer** of an event, **exhibitor**, or **person who rents** stand space is obliged to **check** whether each temporary construction designed or built by himself or by a third party appointed by him, in the halls or in the outdoor exhibition area, requires **building permission**. If you are in doubt, please ask Messe München GmbH's Technical Exhibition Services Division (TAS).

**Building permission is absolutely required in the case of:**

- multi-storied stand structures (see also the Order Forms for Exhibitor Services and Notice "Two-Story Stand Design")
- glass structures such as parapets, wall elements and floors made of glass (see also "Use of Glass and Acrylic Glass for Stands inside the Exhibition Halls". This notice is available on request from the TAS)
- constructions and exhibits which may have to withstand exceptional loads (e.g. staircases, platforms, bridges, cantilever roofs, towers, balconies, scaffolding, etc.)
- constructions in the outdoor exhibition area which exceed an area of 50 m<sup>2</sup> in plan or a height of 5 m at any point (e.g. marquees and pavilions, podiums, showtrailer, tiered seating, billboards, towers, scaffolding structures, etc.)

Exhibitors envisioning to erect constructions of this type at the Munich Exhibition Center are required to submit an application for permission approval to Messe München GmbH's TAS using the form printed on page 1.

**Please note that in exhibition hall B0 (ICM – Internationales Congress Center München), two-storied stand constructions cannot be erected.**

Exhibitors bear the responsibility for ensuring compliance with all building regulations and other legal requirements. Please note that this applies even when no plan approval is required. Special attention should be given to occupational safety regulations.

Proof of stand safety and static load compliance must be produced on site for inspection by the authorities for scaffolding that is not to be anchored to existing structures, as set out in the planning guidelines, or is to be utilized in a manner inconsistent with the regulations.

For tents as of 75 m<sup>2</sup>, test logbooks must be made available for inspection. In addition to approval required from Messe München GmbH, these tent structures also undergo acceptance testing by Munich city council's local building regulation department (address below) subject to payment of a fee.

Landeshauptstadt München  
Referat für Stadtplanung und Bauordnung  
Hauptabteilung IV / 12  
Blumenstr. 28b  
D-80331 München  
Tel. +49 89 233-26441  
Fax +49 89 233-24234  
E-mail: plan.ha4-lbk-statik@muenchen.de

**The General Terms of Contract for Exhibitor Services of Messe München GmbH apply in addition.**

**Fees:**

**Release of building approval for special stand designs (item no. 30321)**

The building permission procedure conducted by the test engineer appointed by Messe München GmbH is subject to a charge of EUR 134.00 per hour for the time and work involved.

The services rendered by the test engineer include:

- processing the documents already checked by an accredited structural engineer (plan drawings, static load calculation and test report)
- preparing a test report for unchecked documents
- processing special designs and glass structures

**Acceptance test of special stand design on site (item no. 30325), hourly rate EUR 134.00.**

**Release of building approval for special stand designs at enhanced hourly rate due to late submission of papers (item no. 30324)**

Should the documents for granting building permission (application forms, static calculation, stand construction plans and design drawings) be received in full later than 15 calendar days prior to the commencement of the stand-setup period (for bauma exhibits in the outdoor exhibition area six weeks prior to commencement of stand setup), an enhanced hourly rate applies. The surcharge is 50% on the standard hourly rate, i.e. EUR 201.00, for checking and processing the documents.

For "bauma" the documents must be received by the general closing date as set out in the "Important Information" form.

Place / date

Company stamp and legally binding signature of exhibitor

Submit in duplicate!

### Contact and invoicing:

Kreisverwaltungsreferat – HAI / 25 (VVB)  
Ruppertstraße 19 | 80466 München | Germany

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

For purposes of compliance with hygiene and safety regulations, the exhibitor is required to notify his intention to serve food and beverages and/or operate beverage dispensing equipment. The registration and/or notification can only be submitted for the stand space rented. Non-compliance with this obligation to register may be penalized and a fine imposed.

We hereby declare our intention to serve food/beverages on our stand:

- ☐ free of charge ☐ for sale\*  
☐ as (non-gratuitous) samples

(price must be significantly below standard local charge)

\*For requirements see registration documents (provision governing the sale of goods)

We are appointing a catering company:

- ☐ Yes ☐ No

The catering company is a Messe München GmbH service partner

- ☐ Yes ☐ No

Insofar as the exhibitor/renter does not prepare/produce the meals/food himself, the caterer responsible for compliance with the applicable regulations and directives, notably in respect of food hygiene, is to be named:

Name of catering company and contact

### Foods offered

### Beverages offered

### Food to be served on the stand is

- ☐ prepared on site ☐ delivered ready to serve

### Beverages will be served on the stand

- ☐ in bottles / cans ☐ from beverage dispensing equipment

Size of catering area or number of seats

Period during which actual dispensing of beverages is to occur

### If beverage dispensing (bar) equipment is to be used:

The beverage dispensing equipment must comply with the hygiene requirements set out in the beverage equipment standard DIN 6650-4 prior to the event commencing. The beverage dispensing equipment must have been cleaned appropriately prior to the event. In the case of rental equipment, the rental agent must supply documentation relevant to the equipment and valid cleaning verification together with the equipment. If no such documentation and cleaning verification are available, you have the option of asking our service partner for dispensing equipment systems to issue the documents required.

Contact: messeservice@schanktec.de

Official certification or logbook incl. records of regular inspection of beverage dispensing equipment is available:

- ☐ Yes ☐ No

The equipment is being rented from:

Company / Rental agent

Phone

In this context, we would like to draw your attention to the fact that the dispensing of alcoholic beverages for consumption on site with the intent to realize a profit is subject to permission according to Section 12 of the German Catering Act, the application for which is to be submitted via this form.

Place / date

Company stamp and legally binding signature of exhibitor

**Please note** that surfaces which may come into contact with food items must be maintained in exemplary condition and be easy to clean and disinfect. Smooth, washable materials should be utilized (this also applies to floor coverings and walls in such areas.) If food is to be served on the stand, the requirements set out in Section 4 Item 2 in conjunction with Annexe II Section 1 et seq. of Directive (EG) 852/2004 relevant to commercial operations must be observed. These include the following measures:

- adequate water and wastewater hook-ups
- temperature conditions suitable for the hygienic preparation, handling and distribution of food
- appropriate equipment for cleaning food
- appropriate tools for cleaning /disinfecting food service/kitchen equipment

## ■ Important

Any distribution of food and/or beverages is subject to official hygiene regulations, and to review by food and beverage officials of the local inspection authority (Bezirksinspektion Ost).

## ■ Legal regulations

According to Sections 64 and 69 of the German Trade Regulation Act, the distribution of samples (promotional items, food and beverages) at a scheduled trade fair is not subject to official approval, but must be declared. Should beverages not intended as samples be sold for consumption on site, the requirement to apply for permission as set out in Section 1, Paragraph 1 of the German Catering Act applies. Approval is required in any such case in accordance with Section 12 of the German Catering Act.

### **Exhibition stand hospitality for guests, customers and visitors:**

With regard to the assessment of the exhibitor's customer hospitality activities, such as do not incur a fee, the special character of the function is to be given particular consideration. As the overall event is primarily of a promotional nature, the distribution of food and beverages is regarded as an extension of the true, broader objective of the event, namely promotional activities aimed at attracting customers.

**Therefore, taking logistical and economic factors additionally into account, the relevant local authority (Kreisverwaltungsreferat der Landeshauptstadt München), in keeping with current statutory requirements, herewith exempts the complimentary distribution of food and beverages, whether or not served as samples, from the requirement to obtain a permit against payment of a charge in accordance with the German Catering Act.**

### **Information on the German Infection Prevention Act (Infektionsschutzgesetz - IfSG)**

Any persons preparing, handling or distributing certain foodstuffs, which activity involves coming into contact therewith, or newly hired staff or persons involved for the first time in group food service activities in kitchens within restaurants and other similar establishments, may only carry out this work after demonstrating through the appropriate certification by the German Public Health Department or from a physician contracted by the Public Health Department, that they have been notified verbally and in writing

1. of activities prohibited under Section 42, Paragraph 1 of the IfSG,
2. of their obligations as specified under Section 43, Paragraphs 2, 4, and 5 of the IfSG and
3. have declared in writing, after having been advised as above, that they have no knowledge of any reason why they should be prohibited from participating in food service activities.

**Persons already in possession of a valid health certificate as set forth in Sections 17 and 18 of the former German Epidemic Prevention Act (BSeuchG) are exempt from this compulsory initial instruction.**

German-language certificates issued in accordance with the new German Infection Prevention Act (IfSG) and the old German Epidemic Prevention Act (BSG) are to be submitted and/or presented on demand.

Persons preparing, handling or distributing the following foodstuffs are subject to the aforementioned compulsory instruction as provided under the German Infection Prevention Act:

- Meat, poultry and any products produced therefrom
- Milk and dairy products
- Fish, crustaceans or molluscs and products produced therefrom
- Egg products
- Infant and children's nutrition
- Ice cream and semi-finished ice cream products
- Baked goods with non- or partially-cooked or –heated fillings or toppings
- Gourmet salads, raw salads and potato salads, marinades, mayonnaise and other emulsified dressings, baker's yeast
- Sprouts and products containing sprouts as an ingredient

Dishwashing staff, whether employed in food service operations in establishments or for group service events, must also possess the appropriate instructional certificate.

The provisions set out in the European Food Information Directive have been in force since December 13, 2014. As a result, the identification of allergens is required also for loose goods. In this connection you are kindly requested to refer to the information on our homepage: [www.muenchen.de/rathaus/Stadtverwaltung/Kreisverwaltungsreferat/Verbraucherschutz-und-Veterinaerwesen/Lebensmittelueberwachung/Kenntlichmachung-in-Speise--und-Getr-nkearten.html](http://www.muenchen.de/rathaus/Stadtverwaltung/Kreisverwaltungsreferat/Verbraucherschutz-und-Veterinaerwesen/Lebensmittelueberwachung/Kenntlichmachung-in-Speise--und-Getr-nkearten.html)

Further information concerning statutory food and food hygiene regulations is available from the coordinating officer of the local inspection authority (Landeshauptstadt München, Kreisverwaltungsreferat HA I/35, Bezirksinspektion Ost, Trausnitzstr. 33, 81671 München, Germany)

**Mr. Michael Stamm**  
Tel +49 89 23363535  
Fax +49 889 23363531  
bi-ost.kvr@muenchen.de

In the event of any regulations governing food hygiene not receiving compliance, Munich city council's food inspection authority reserves the right to take the appropriate steps up to and including prohibiting the preparation of food.

## ■ Information on operating beverage dispensing installations on the exhibition grounds

1. Beverage dispensing installations that are not fixed local systems as defined by the Technical Rules Governing Dispensing Installations (TRSK) 400 No. 3.3.2, but are to be set up on site at a given event, are required to be registered with the relevant authorities by the operator (see Item 4). No supporting documentation need be submitted. In accordance with Section 14 para 1 of the Operating Safety Directive (BetrSichV), the beverage dispensing installation must undergo inspection by a qualified person as defined by the Technical Rules Governing Operating Safety (TRBS 1203) prior to its initial operation. This is the responsibility of the given entrepreneur (renter or operator). A copy of the result of the inspection is required to be kept on site, available for presenting to the relevant authorities at their request. This still applies even if the installation is rented. In accordance with the European Food Hygiene Directive 852/2004, the beverage dispensing installation is required to be cleaned prior to the commencement of the event. Written verification of the cleaning and the original inspection certificate are to be kept close to the installation. Operating instructions must also be affixed to the installation as stipulated by TRSK 500.
2. Ready-to-use installations as defined by TRSK 400 No. 3.3.1 are required to be registered with the relevant authorities (see Item 4). No supporting documentation need be submitted. In accordance with Section 14 para 2 of the Operating Safety Directive (BetrSichV) and based on hazard evaluation procedures as defined by Section 3 of the Operating Safety Directive, the installation inspection must be renewed every two years by a qualified person. In accordance with BGV A1, this is generally the responsibility of the given entrepreneur (renter or operator) of the installation.
3. The pressurized gas containers used must be stored upright and secured against tipping over.
4. Further information is available from the head of the municipal beverage dispensing installation inspection office (City of Munich, District Administration Office KVR III/133, Implerstrasse 11, 80466 München), Mr. Günter Unterreithmaier.  
Tel. +49 89 233-45081, Fax 49 89 233-45138, g.unterreithmaier@muenchen.de

In the event of non-compliance with regulations governing beverage dispensing installations, the relevant municipal authorities reserve the right to take the appropriate steps up to and including shutting down the given beverage dispensing installation.

### Service companies approved by Messe München GmbH for the cleaning and inspection of beverage dispensing installations:

Getränke Widmann GmbH Schankanlagentechnik  
Melchior-Huber-Str. 36, 85652 Ottersberg, Germany  
Tel. +49 8121 8453, Fax +49 8121 78422, Mobile +49 177 2228453  
messeservice@schanktec.de, www.schanktec.de

### Price list

Cleaning, inspection and issuance of inspection certificate	EUR
for a 1-valve beverage dispensing installation	75.00
for each additional valve	37.50
for a 5-valve pre-mix installation	87.00

Inspection in accordance with Equipment Safety Directive of a ready-to-use or installed beverage dispensing system	EUR
incl. hygiene test for a 1-valve beverage dispensing system	on request
for each additional valve	on request
per working hour	49.20

## Contact and invoicing:

Regierung von Oberbayern  
Gewerbeaufsichtsamt | 80534 München | Germany

TÜV Süd Industrie Service GmbH  
Abt.: IS-EG 3 | Westendstraße 199 | 80686 München | Germany

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

## Registration for the operation of laser devices, classes 1, 1M, 2, 2M, 3R, 3B and 4

We hereby register the following **laser devices** for operation:

### 1. Use to be made of laser equipment:

- ☐ Laser product demonstration  
☐ Laser show

### 2. Technical details:

Manufacturer of laser device

Laser class

Class of laser equipment not encompassed by any existing protection facilities

Radiant power/energy

Wavelength

Pulse duration/pulse frequency

### 3. Person responsible as laser safety officer

Email of laser safety officer

### 4. Email of booth operator entitled to receive test report

## Registration for the operation of X-ray equipment and spurious radiation equipment in accordance with the Radiation Protection Ordinance.

We hereby register the following **X-ray and spurious radiation** equipment for operation:

### 1. Technical information, equipment data:

Designation

Manufacturer

Type

Year built

Purpose

Radiation unit no.

Type approval no.

Permission to demonstrate equipment

CE designation under the Medical Products Act (MPG)

Location

### 2. Persons responsible for radiation protection (legal representative, in the case of legal entities)

### 3. Radiation protection officers

### 4. Other persons involved in the operation of the X-ray equipment (spurious radiation equipment)

We have noted the regulations and information given on page 2.

Place / date

Company stamp and legally binding signature of exhibitor

## Please note for laser devices

1. Laser products of Class 1, 1M, 2, 2M, 3R, 3B and 4 that are demonstrated in operation as part of a product presentation or for publicity purposes (laser show), are subject to mandatory registration pursuant to DGVV regulation 11 (see also Occupational Safety Directive on Artificial Optical Radiation—OStrV, and the Technical Rules regarding the Occupational Safety Ordinance on Artificial Optical Radiation—TROS).

Requirements	Laser class	1, 1M, 2, 2M	3R, 3B, 4
Notification to Messe München GmbH required		X	X
Laser safety officer (section 6 BGV B2) and section 5 OStrV			X
Laser zone demarcation and signage (section 7 BGV B2) and section 5 OStrV		X	X
Safety measures (section 8 BGV B2) and section 5 OStrV			X
Support of employer in execution of safety measures in accordance with section 3 OStrV and monitoring of safe operation of lasers by qualified laser safety officer			X
Execution of risk assessment (listing of potential risks and stipulation of safety measures required) with regular monitoring and updating			X

**X = required**

2. The operator must nominate in writing qualified personnel as laser safety officers for the operation of laser devices of classes 3B or 4.
  - (1) The operator must charge the laser safety officers with the following duties:
    1. Supervising the laser devices during operation at trade show
    2. Assisting the operator with the safe operation and the necessary safety measures
    3. Cooperating with the industrial safety officials in fulfilling their duties, including instructing them in the important aspects of laser radiation protection.
  - (2) Para. 1 does not apply if operators can prove to the Employers' liability insurance association (Worker's compensation) and Messe München GmbH that they possess the necessary expertise and will personally supervise the operation of the laser devices.
3. New standards  
The European standard DIN EN 60825-1 on laser equipment safety underwent thorough revision and was published in the current version in July 2015. Changes include the introduction of new laser classes.
4. The exhibitor is liable to Messe München GmbH for any injury to persons or damage to property arising from the operation of the laser equipment, even if the exhibitor commissions a third party to erect or operate the equipment.  
Please also inform your insurance company providing third-party liability insurance since a general liability insurance may not cover damage arising in connection with laser or maser radiation.
5. All types of visual or moving live demonstrations and all types of show performances require the prior written approval of Messe München GmbH. They may not disturb other event participants or cause crowds of visitors that block the aisles.  
Messe München GmbH is entitled, despite having given prior approval, to restrict or prohibit such performances as cause noise, visual disturbance or for other reasons constitute a considerable disturbance of the event or event participants.
6. The operation of lasers will be assessed by an independent expert. The laser device may only be put into operation if the requirements stipulated by the expert are complied with and the expert inspection report has been submitted to Messe München GmbH. Messe München GmbH reserves the right to prohibit the use of laser devices.

## Please note for X-ray and spurious radiation equipment

1. Under the Radiation Protection Act (RPA) of June 27, 2017, the operation of X-ray equipment requires approval or notification (section 19 (3) sentence 1 no. 1, respectively section 12 (1) no. 4 RPA). Even for type-approved basic-, high- or full-protection devices, notification must be sent to the competent authorities at least four weeks before the start of operation. The necessary documents for the notification and operation of the equipment are shown in the following table:

Eqpmt.	Medical X-ray device		Tech. X-ray device with type approval					Spurious rad. eqpmt U > 30 kV w/out type approval
	w/out type approval	w/out typ approval or CE/MPG	w/out type approval	general	basic/high protection	full protection	school X-ray eqpmt	
Documents required								
Approval	X	–	X	–	–	–	–	X
Notice 4 weeks before start of use	–	X	–	X	X	X	X	–
Expert certificate	X	X	X	X	X	–	X	X
Certificate with expert's test report	X	X	X	X	–	–	–	X
Proof of competence of authorized persons	X	X	X*	X*	X*	–	X*	X*

**x = required**

**– = not required**

**\* = confirmation of radiation protection coordinator or officer concerning instruction provided and level of experience available in the given area of application**

2. Under section 19 (3) no. 6 RPA, the exhibition stand must be staffed with personnel who have the necessary knowledge of possible dangers of radiation and the protective measures to be taken. A Radiation Protection Officer as required under the X-ray Ordinance must be reachable during operation of the X-ray device or spurious radiation equipment requiring permission.
3. If the preconditions for operation of the X-ray device/spurious radiation equipment do not exist on site without an expert's inspection, the equipment must be inspected by an expert after proper registration on the part of the exhibitor and before the equipment is put into operation. The competent authority, the Trade Supervisory Department of the Government of Upper Bavaria, will check at the beginning of the trade fair whether the approval conditions have been met, and whether any defects found have been rectified and will issue any approvals necessary for operating the equipment on site. The operator must pay for this approval. Also for operations not requiring approval with compulsory on-site radiation inspection by an expert, the operator must keep the necessary documents on the exhibition stand.
4. The exhibitor is liable to Messe München GmbH for any injury to persons or damage to property arising from the operation of the X-ray equipment, even if the exhibitor commissions a third party to erect or operate the equipment.  
Please also inform your insurance company providing third-party liability insurance, since a general liability insurance may not cover damage arising in connection with X-rays.



**Return to:**

meplan GmbH  
Am Messesee 2 | 81829 München | Germany  
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service@meplan.de | www.meplan.com

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

☐ We hereby order—in the name and on behalf of the above-mentioned exhibitor—stand perimeter walls incl. support walls (partition walls, wood untreated / used) for the exhibitor's stand in accordance with its given size at a price of EUR 23.00/plm plus statutory VAT.

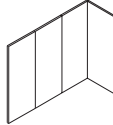
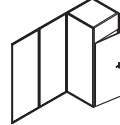
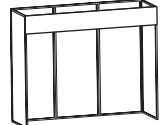
Desired date of completion: \_\_\_\_\_

## Important to note

**Partition walls, wood, untreated / used:** These partition walls show **considerable signs of wear and tear due to multiple usage** and should not be used in an undecorated state. The uneven surface finish cannot be concealed completely by wallpapering over it. Wood partition walls with a smooth surface (paneling) can be

evenly wallpapered and painted. Painting work by the customer is only admissible in combination with an order for wallpapering or paneling. Wallpapering work may only be carried out by MEPLAN GmbH's official contract service partners. Please refer to pages 2 and 3 for further information and photographs.

## Partition walls / Doors / Fascia panels

Description	Partition wall (Cabin walls and support walls)	Door	Fascia panel
			
<b>Step 1: Component selection</b> (please indicate number of parts required)	<input type="checkbox"/> _____ linear meter(s) wood partition at EUR 23.00 plm	<input type="checkbox"/> _____ door(s) at EUR 52.00	<input type="checkbox"/> _____ linear meter(s) fascia panel at EUR 36.00 plm (papered on both sides)
<b>Step 2: Select surface / finish</b> (here you can indicate your choice of surface finish for all visible surfaces)	<input type="checkbox"/> wallpapered h = 250 cm at EUR 22.00 plm <input type="checkbox"/> paneling h = 250 cm at EUR 97.00 <input type="checkbox"/> paneling, thickness: 10 mm h = 280 cm at EUR 99.00 <input type="checkbox"/> paneling, thickness: 16 mm h = 400 cm at EUR 199.00		
<b>Step 3: Surface / painting</b> (here you can indicate your choice of paint; this is however conditional upon you having made your choice of surface finish under step 2)	<input type="checkbox"/> white painted h = 250 cm at EUR 22.00 plm <input type="checkbox"/> color painted* h = 250 cm at EUR 28.00 plm <input type="checkbox"/> white painted h = 280 cm at EUR 24.00 plm <input type="checkbox"/> color painted* h = 280 cm at EUR 30.00 plm <input type="checkbox"/> white painted h = 400 cm at EUR 32.00 plm <input type="checkbox"/> color painted* h = 400 cm at EUR 44.00 plm		<input type="checkbox"/> white painted on both sides at EUR 7.50 plm <input type="checkbox"/> color painted on both sides at EUR 12.00 plm

\* **Color designation:** \_\_\_\_\_ Please let us know the designation and number of the required paint color as well as the name of the relevant color system (HKS, RAL, NCS, Brillux, etc.). Please be advised that the color designations may only be regarded as a point of reference. There may be a difference in hue from the color ordered.

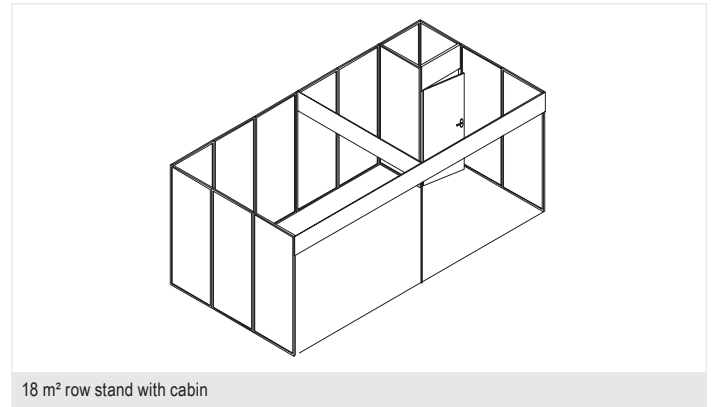
☐ The cabin is not to be wallpapered on the inside (wallpapering of cabin interior is otherwise executed as standard procedure at an additional EUR 22.00 per linear meter incl. door, plus statutory VAT).

Place / date

Company stamp and legally binding signature of exhibitor

## ■ Sample cost calculation

	Description	EUR
<b>Step 1</b>	13 lm wood wall elements x EUR 23.00	299.00
	1 door x EUR 52.00	52.00
	9 lm fascia panels (papered on both sides) x EUR 36.00	324.00
<b>Step 2</b>	12 lm paneling (incl. door) h = 250 cm at EUR 97.00/lm visible surface	1,164.00
<b>Step 3</b>	12 lm white paint coating (incl. door) h = 250 cm at EUR 22.00	264.00
	4 lm wallpapering of cabin interior (walls and door) at EUR 22.00/lm	88.00
	<b>Total</b>	<b>2.191.00</b>



## ■ Support walls / stability

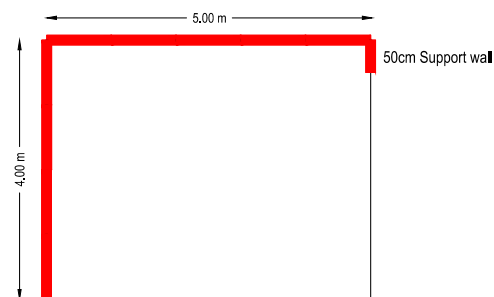
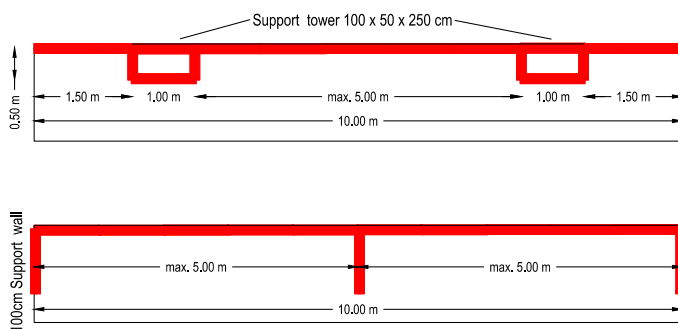
In accordance with Messe München GmbH's Technical Guidelines (item 4.1), the following support walls for partitions up to a height of 2.8 m are required:

### End stands:

- Partition support is possible via individual wall elements each measuring 100 cm or via towers.
- Support merely via wall elements measuring 50 cm is not sufficient.

### Corner stands / row stands:

- A support wall for each 5 lm partition is a mandatory requirement.
- The partition structure already becomes unstable from a length of 4 lm.
- As an alternative, partitions can be stabilized via surrounding fascia panels.



The number of support walls for partitions higher than 2.8 m or for partitions bearing an additional load such as spotlights or exhibits is to be coordinated individually with MEPLAN.

## ■ Explanatory notes on wood partitions

### ■ Partition walls (unfinished) 2.50 m high

Partitions are available in the following sizes: 0.25 m, 0.50 m, 0.75 m and 1.00 m. Support walls are recommended for partitions of 4.00 linear meters (lm) and above. For partitions of 5.00 lm and more support walls are a mandatory requirement. The prices for wallpapering and painting are quoted per linear meter and therefore only apply for one side of the given wall. For walls papered or painted on both sides (e.g. cabin walls or partition walls), the total number of linear meters actually wallpapered or painted is used as the basis for the price charged.

### ■ Fascia panel (unfinished) 0.40 m high

Fascia panels are available in the following sizes: 1.00 m, 1.50 m, 2.00 m, 3.00 m and 4.00 m. Fascia panels are fixed to the stand walls at a height of 2.50 m (top edge) and are 40 cm in height. Door clearance is 2.10 m. A support wall and a support panel running to the rear wall are required for fascia panels above 5.00 m in length.

### ■ Door (unfinished) 1.00 m wide, 2.50 m high

Door elements are fitted with keyed-alike locks.

## ■ Terms and Conditions of Business for system partition installation and painting / decorating work

Our Terms and Conditions of Business shall apply: <https://meplan.com/en/agb/>

Insofar as MEPLAN GmbH is mentioned in the following, MEPLAN GmbH acts as the representative of Messe München GmbH.

This form can be used to order partition walls, doors and fascia panels against payment on a rental basis. The partitions consist of an aluminum frame set in with white plastic paneling.

MEPLAN GmbH is entitled to appoint a MEPLAN GmbH subcontractor to carry out the installation work.

Please order partitions in good time before the official setup. Thus you will make sure that they are erected on time. Please note that orders reaching us after the beginning of the official setup are subject to the following surcharges:

- <sup>1)</sup> Orders received within 24 hours prior to start of setup period: plus EUR 30.00 per order
  - <sup>2)</sup> Orders received 4 hours prior to start of setup period: plus EUR 75.00 per order
- On the last day of the setup period, all late orders are subject to a surcharge of EUR 75.00.

Partition walls will be installed in an unpainted state and, in the absence of instructions to the contrary set out in the order, ready for processing. Any pasting, wallpapering and painting work required may, however, only be carried out by MEPLAN GmbH's accredited subcontractors or following selection of a surface finish option (page 1, step 2).

Heavy objects may not be affixed to the system partition walls; they are not suitable for this purpose; light objects may be attached by using the nailing battens at the top of the walls (see design and detail drawings). The use of staple guns is strictly forbidden for safety reasons.

## ■ Order information

**Please note: this order can only be processed along with a plan / sketch (see ground plan on page 4).**

Any contract concluded exists between the customer and Messe München GmbH, Messegelände, 81823 Munich. MEPLAN GmbH, acting as representative of Messe München GmbH, is the contact for the customer in all matters relevant to the contractual relationship concerned. **Your order is only valid if you have received a confirmation of order or an invoice from MEPLAN.**

The partition walls and fascia panels provided to the exhibitor by MEPLAN GmbH may not be painted or decorated unless they have been wallpapered or paneled beforehand (page 1, step 2). Should exhibitors order such painting and decorating work for partition walls provided by MEPLAN GmbH, this order is considered to include the wallpapering of the walls and/or fascia panels on the terms and conditions set out overleaf, even if the order issued by the exhibitor does not explicitly include such work. Any work required to restore partition walls to their original state due to unauthorized wallpapering carried out by exhibitors themselves or by third parties will be charged at EUR 13.30/m<sup>2</sup>.

Complaints relating to any defects or damage attributable to the installation or decoration of the system walls must be notified in writing to MEPLAN GmbH immediately after the exhibitor occupies the stand, but on the last day of setup at the latest, so that the defect can be rectified. Complaints made any later will not be considered and cannot result in claims against MEPLAN GmbH.

To prevent accidents, the partitions ordered from MEPLAN GmbH may not be altered or removed by the exhibitor or his agents without the express written permission of MEPLAN GmbH.

In addition, the General Terms of Contract for Exhibitor Services of Messe München GmbH shall apply.

**Return to:**

meplan GmbH  
Am Messesee 2 | 81829 München | Germany  
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service@meplan.de | www.meplan.com

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

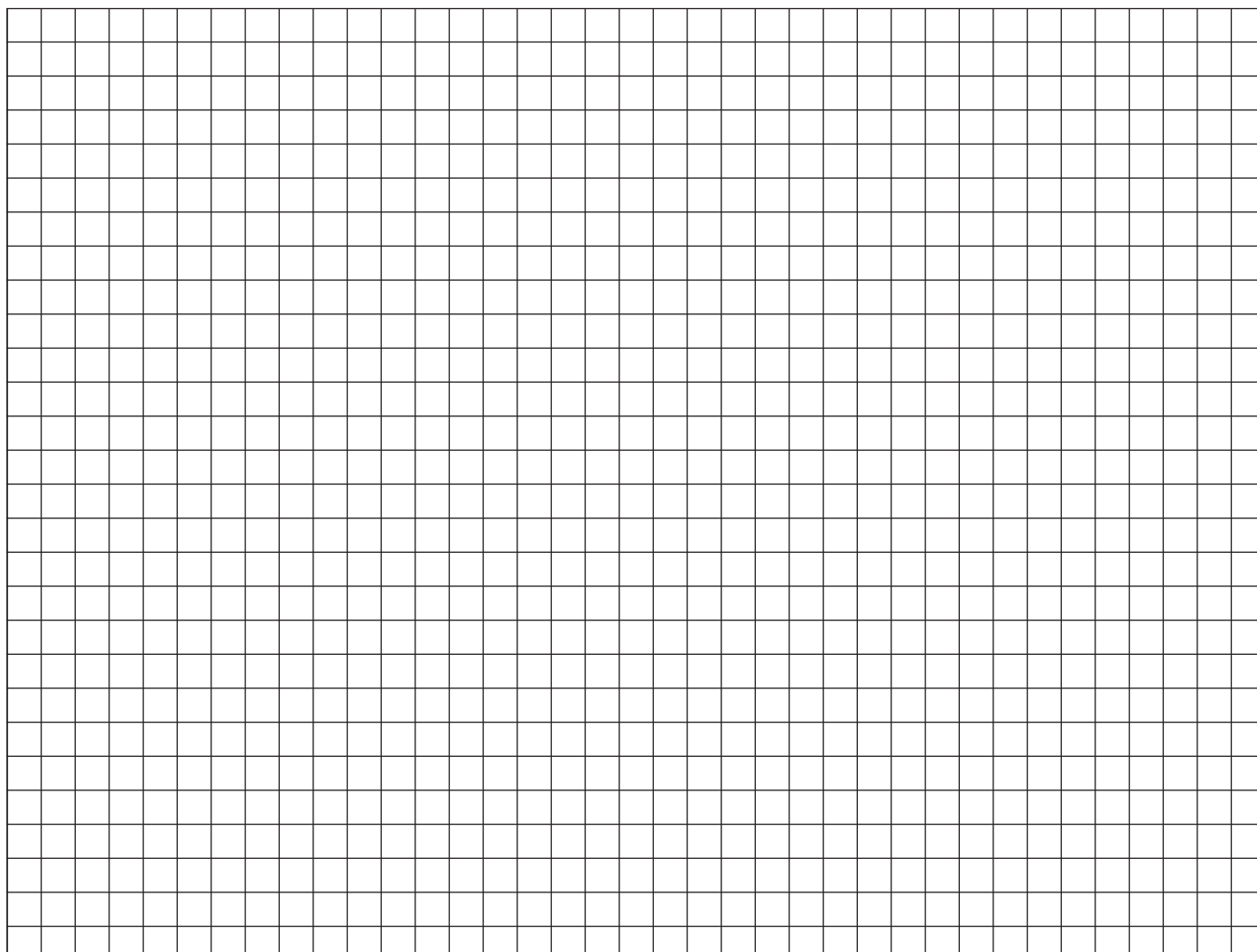
Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

Sketch of stand.

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



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

## Return to:

meplan GmbH  
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service@meplan.de | www.meplan.com

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

☐ We hereby order—in the name and for account of the registered main exhibitor—stand perimeter walls incl. support walls (system partitions, white) for our stand in accordance with its given size at a price of EUR 36.00 per units plus statutory VAT.

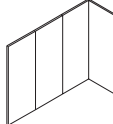
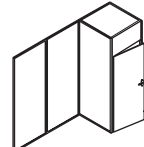
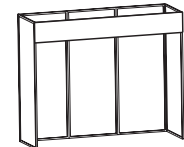
Desired date of completion: \_\_\_\_\_

## Please note

The wallpapering of system partitions is NOT possible!

Partition installation may take place on portions of the stand floor area. This order can only be processed if submitted with a plan or sketch (see page 3).

## Partition walls / Fascia panels / Doors

Description	Partition wall (Cabin walls and support walls)	Door	Fascia panel
			
<b>Selection of components</b> (please state the quantity required)	<input type="checkbox"/> _____ units at EUR 36.00 <sup>1)2)</sup>	<input type="checkbox"/> _____ units at EUR 70.00 <sup>1)2)</sup>	<input type="checkbox"/> _____ linear meter(s) at EUR 32.00 plm <sup>1)2)</sup>

## Explanatory notes on the installation of system partitions

### Partitions

Partitions are available in the following sizes: 0.50 m and 1.00 m. Support walls are recommended for partitions of 4.00 linear meters (lm) and above. For partitions of 5.00 lm and more support walls are a mandatory requirement. The wall structure consists of a white powder-coated aluminum frame. The partitions are 2.50 m high. The wall thickness is 32 mm and the inserted plastic paneling 4.00 mm thick. The materials used are flame retardant to DIN 4102/B1.

### Fascia panels

Fascia panels are available in the sizes 1.00 to 4.00 m in 0.50 m increments. A support pillar and support panel running to the rear wall are required for any fascia panels above 4.00 m in length. Fascia panels are fixed to the stand walls at a height of 2.50 m (top edge) and are 30 cm in height. Door clearance is 2.20 m.

### Doors

Door elements are fitted with keyed-alike locks.

Place / date

Company stamp and legally binding signature of exhibitor

## ■ Sample cost calculation for a system partition installation

Description	EUR
<b>Wall elements</b> white	13 x 36.00 = 468.00
<b>Door</b> white	1 x 70.00 = 70.00
<b>Fascia panels</b> white, 30 cm high, 9 linear meters	9 x 32.00 = 288.00
<b>Total</b>	<b>826.00</b>

All prices plus statutory VAT.

## ■ Description

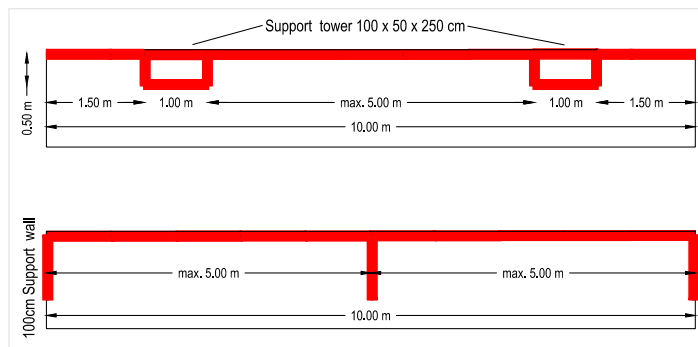
Design: aluminum frame, white powder-coated  
Dimensions: height: 2.50 m; width: 0.50 m and 1.00 m  
Wall thickness: 32 mm  
Paneling: white plastic panels, 4 mm thick (flame retardant to DIN 4102/B1)  
Fascia paneling: white plastic panels, 30 cm high, 2.20 m door clearance

## ■ Support walls / stability

In accordance with Messe München GmbH's Technical Guidelines (item 4.1), the following support walls are required:

### End stands:

- Partition support is possible via individual wall elements each measuring 100 cm or via towers.
- Support merely via wall elements measuring 50 cm is not sufficient.



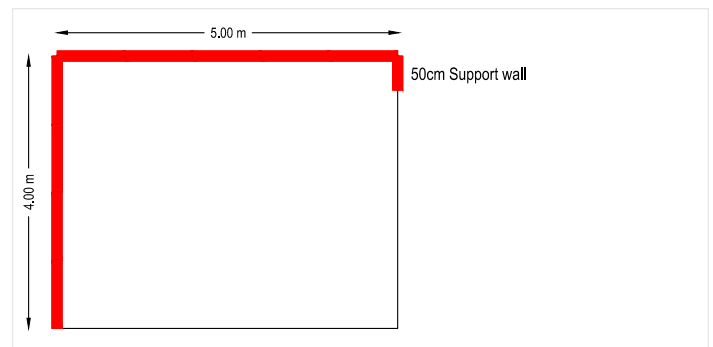
## ■ Order information

**Please note: this order can only be processed if a plan or sketch is submitted (see ground plan sketch on page 3).**

Any contract concluded is between the customer and Messe München GmbH, Messegelände, 81823 München. MEPLAN GmbH, acting as representative of Messe München GmbH, is the contact for the customer in all matters relevant to the contractual relationship concerned. **Your order is only valid if you have received a confirmation of order or an invoice from MEPLAN.**

### Corner stands / row stands:

- A support wall for each 5 linear meter partition is a mandatory requirement.
- The partition structure already becomes unstable from a length of 4 linear meters.
- As an alternative, partitions can be stabilized via circumferential fascia panels.



## ■ Terms and Conditions of Business for system partition installation

**Our Terms and Conditions of Business shall apply: <https://meplan.com/en/agb/>**

Insofar as MEPLAN GmbH is mentioned in the following, MEPLAN GmbH acts as the representative of Messe München GmbH.

This form can be used to order partition walls, doors and fascia panels against payment on a rental basis. The partitions consist of an aluminum frame set in with white plastic paneling.

Please order partitions in good time before the official setup. Thus you will make sure that they are erected on time. Please note that orders reaching us after the beginning of the official setup are subject to the following surcharges:

<sup>1)</sup> Orders received within 24 hours prior to start of assembly period: plus EUR 30.00 per order

<sup>2)</sup> Orders received within 4 hours prior to start of assembly period: plus EUR 75.00 per order

On the last day of the assembly period, all late orders are subject to a surcharge of EUR 75.00.

MEPLAN GmbH is entitled to appoint a MEPLAN GmbH subcontractor to carry out the partition installation work. The system walls are to be utilized as visual boundaries and may neither be used by the exhibitor for displaying promotional items nor for supporting other stand structures. No items may be nailed or glued to the system walls, nor may paint be applied to them. In the event of damage being caused to them, the exhibitor will be invoiced with the cost of restoring the walls to their original state.

Complaints relating to any defects or damage attributable to the installation or decoration of the system walls must be notified in writing to MEPLAN GmbH immediately after the exhibitor occupies the stand, but on the last day of setting up at the latest, so that the defect can be rectified. Complaints made any later will not be considered and cannot result in claims against MEPLAN GmbH.

To prevent accidents, the partitions ordered from MEPLAN GmbH may not be altered or removed by the exhibitor or his agents without the express written permission of MEPLAN GmbH.

In addition, the General Terms of Contract for Exhibitor Services of Messe München GmbH apply.



**Return to:**

meplan GmbH  
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Exhibitor

Hall / Stand no.

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VAT no.

Contact

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E-mail

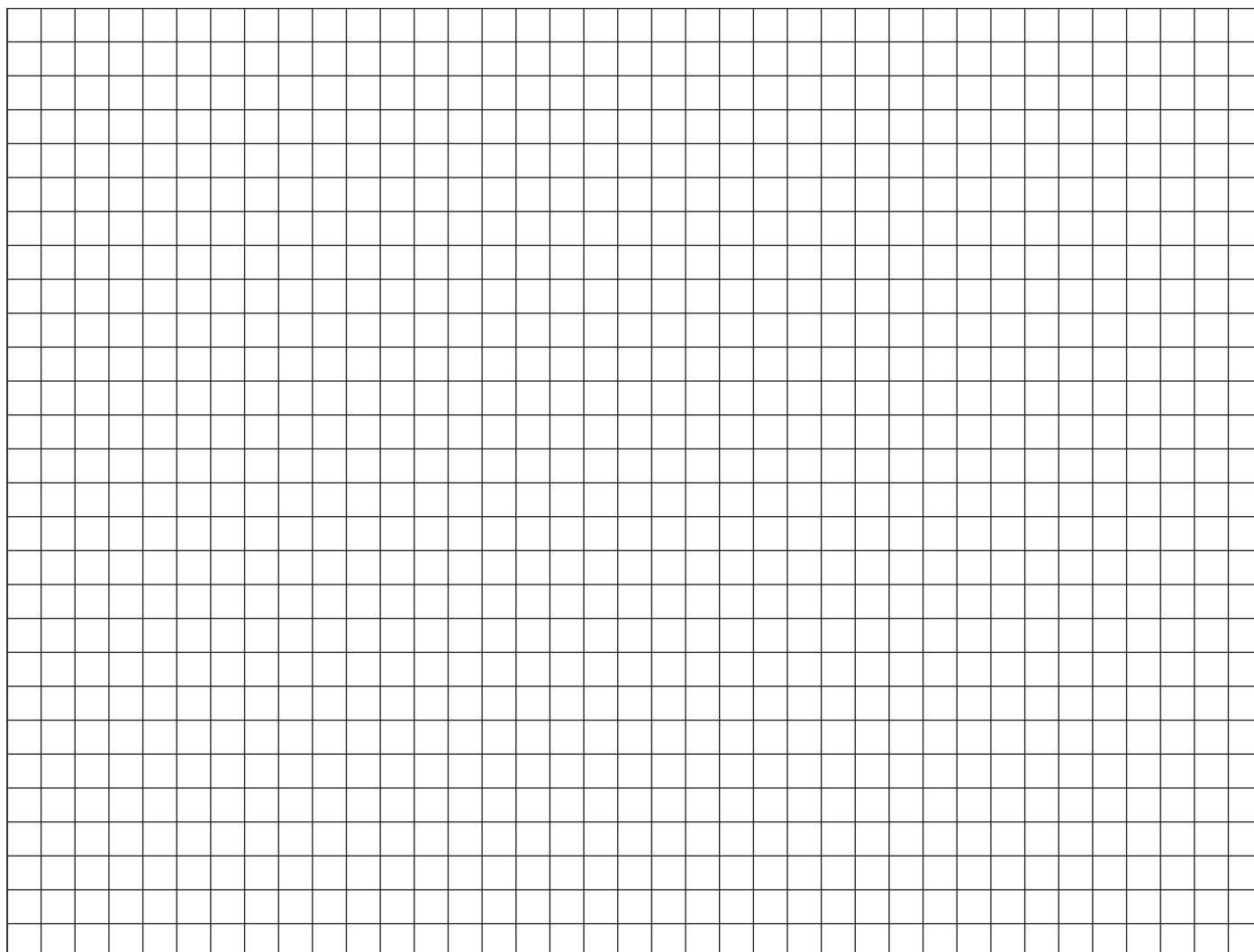
Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

Sketch of stand.

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



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

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

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

Please mark	Item no.	Main electrical connection		EUR/unit
	32102	<b>3 kW</b> AC only, no three-phase current	Including distribution board 1: 2 AC outlets (230 V, 50 Hz), 1 AC outlet (6A) for continuous power supply (see page 2 for description)	194.00

Please mark	Item no.	Main electrical connection	Includes dist. board 4 or CEE adapter – please mark box with choice	EUR/unit
	32105	<b>5 kW</b> (230 V/400 V, 50 Hz)	<input type="checkbox"/> Dist. board 4 (see page 2) or <input type="checkbox"/> CEE 32 A	370.00
	32110	<b>10 kW</b> (230 V/400 V, 50 Hz)	<input type="checkbox"/> Dist. board 4 (see page 2) or <input type="checkbox"/> CEE 32 A	499.00
	32115	<b>15 kW</b> (230 V/400 V, 50 Hz)	<input type="checkbox"/> Dist. board 4 (see page 2) or <input type="checkbox"/> CEE 32 A	648.00
	32120	<b>20 kW</b> (230 V/400 V, 50 Hz)	CEE 32 A adapter	738.00
	32130	<b>30 kW</b> (230 V/400 V, 50 Hz)	CEE 63 A adapter	971.00
	32140	<b>40 kW</b> (230 V/400 V, 50 Hz)	CEE 63 A adapter	1,219.00

Please mark	Item no.	Main electrical connection	EUR/unit
	32150	<b>50 kW</b> (230 V/400 V, 50 Hz) CEE 125A	1,443.00
	32165	<b>65 kW</b> (230 V/400 V, 50 Hz) CEE 125A	1,796.00
	32185	<b>85 kW</b> (230 V/400 V, 50 Hz) CEE 125A	2,286.00
	32210	<b>100 kW</b> (230 V/400 V, 50 Hz)	2,607.00
	32225	<b>125 kW</b> (230 V/400 V, 50 Hz)	3,173.00
	32250	<b>150 kW</b> (230 V/400 V, 50 Hz)	3,654.00

#### We will supply our own primary distribution system

- ☐ Yes, our distributor is equipped with a master switch and a 30 mA RCD (residual current device).
- ☐ No, we will need a special distribution system (see page 2):

Please call me at phone no.

#### We plan to erect a platform/raised floor on our stand

- ☐ Yes, the clearance between the hall floor and the platform/raised floor is approx. \_\_\_\_\_ cm

☐ No

- ☐ Yes, we need equipotential bonding for a suspension unit (main hall floor electrical connection, only transfer point, item no. 32872 EUR 18.60).

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

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

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

**Please note: The cost of power consumed by the various electrical connections are included in the price for the main electrical connection. A surcharge (item no. 32853) amounting to EUR 97.00 will be raised for any orders/plans submitted five calendar days or later before the start of the official setup period. To facilitate installation of a main electrical connection, a ground plan (page 3) must be submitted.**

Place / date

Company stamp and legally binding signature of exhibitor

## ■ Order for additional, special distributions for main electrical connection

These distribution boards will be charged in addition to the connection price. Unfortunately, we are unable to offer a credit note for distribution board 4. All electric distributions are fitted with a master switch and circuit breakers with tripping characteristic B.

Quantity	Pos.-Nr.	Dist. board	Description	EUR/unit
	32602	Module 2	up to max. 15 kW, 5 AC outlets (230 V/16 A), 1 AC outlet (6 A) with RCD 30 mA (residual current device)	162.00
	32603	Module 3	up to max. 20 kW, 9 AC outlets (230 V/16 A), 1 AC outlet (6 A) with RCD 30 mA (residual current device)	407.00
	32605	Module 5	up to max. 20 kW, 2 CEE outlets 16 A (230 V/400 V, 50 Hz three-phase connections) with RCD 30 mA (residual current device)	258.00
	32606	Module 6	up to max. 20 kW, 2 CEE outlets 16 A (230 V/400 V, 50 Hz three-phase connections) without RCD 30 mA (residual current device), (circuit breaker with tripping characteristic C), For machine connection.	94.00
	32607	Module 7 from 30 kW	2 CEE outlets 32 A (230 V/400 V, 50 Hz three-phase connections) with RCD 30 mA (residual current device)	314.00
	32608	Module 8 from 30 kW	2 CEE outlets 32 A (230 V/400 V, 50 Hz three-phase connections) without RCD 30 mA (residual current device)	152.00
	32609	Module 9 from 30 kW	up to max. 40 kW, 9 AC outlets (16 A), 1 AC outlet (6 A), 1 CEE outlet 16 A (230 V/400 V, 50 Hz three-phase connections) with RCD 30 mA (residual current device)	465.00
	32610	Module 10 from 30 kW	up to max. 40 kW, 18 AC outlets (16 A), 2 AC outlets (6 A), 2 CEE outlets 16 A with RCD 30 mA (residual current device)	593.00

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

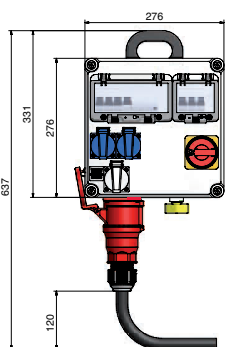
## ■ Explanation for panel boards for main electrical connection

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

is ordered together with a main electrical connection up to 15 kW prior to the commencement of the event, the subsequent ordering of distribution board 4 (during the stand set-up period) will result in costs of EUR 156.00 per unit.

### Up to 3 kW max.

#### Distribution board 1



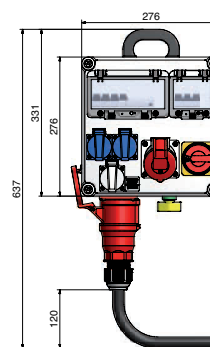
2 AC outlets (16 A) for AC appliances and devices (e.g. music and video systems) and  
1 AC outlet (6 A) for continuous power supply (e.g. refrigerator, fax machine)

#### Panel box dimensions:

W = 276 mm  
H = 637 mm  
D = 181 mm

### Up to 15 kW max.

#### Distribution board 4



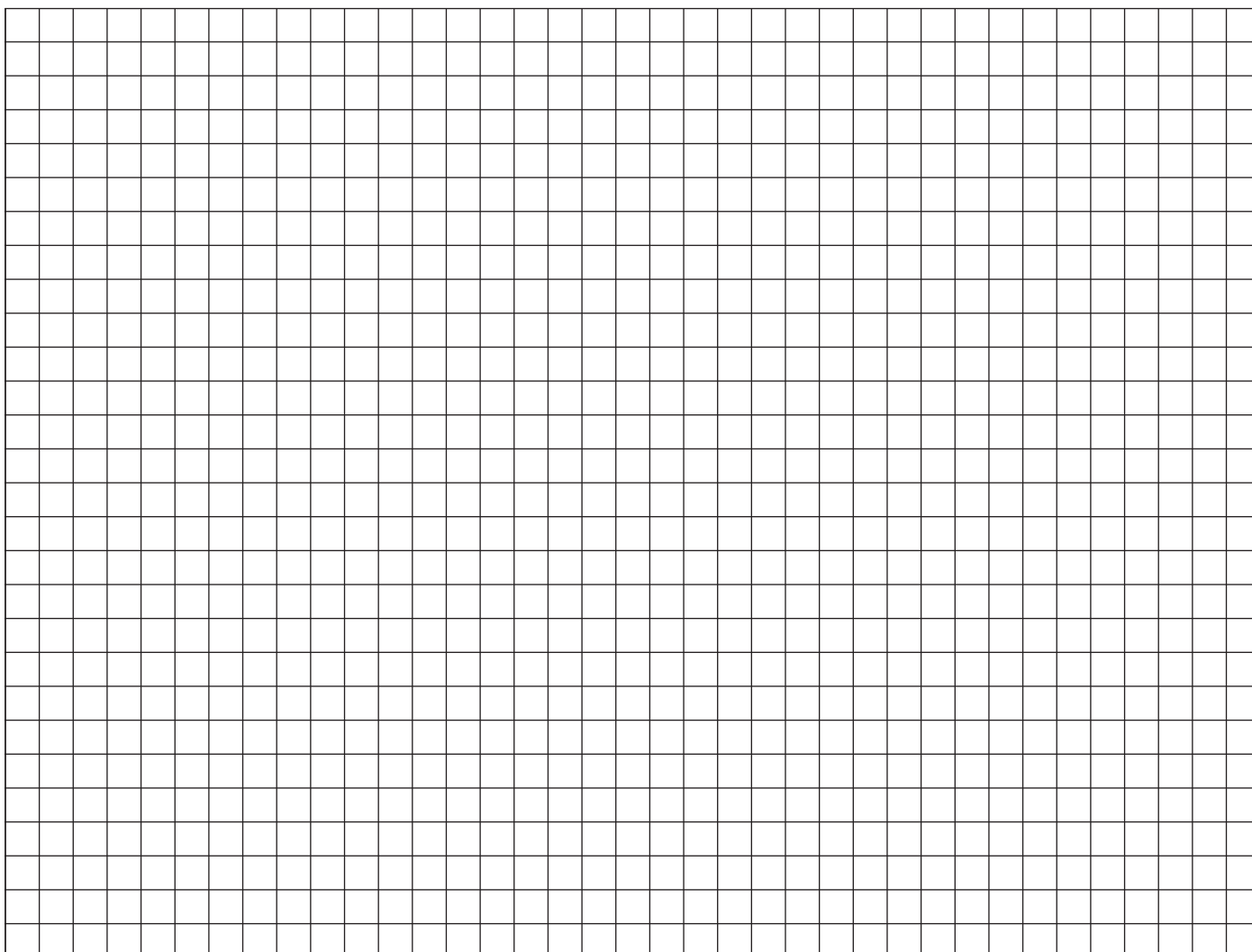
1 CEE outlet (16 A) for 230 V/400 V 50 Hz three-phase connections,  
2 AC outlets (16 A),  
1 AC outlet (6 A) for continuous power supply (e.g. refrigerator, fax machine)

#### Panel box dimensions:

W = 276 mm  
H = 637 mm  
D = 211 mm

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

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



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

## ■ Electricity connection and supply conditions

1. Please use form 3.1 to order main connection. Orders and stand diagrams must be submitted no later than six weeks prior to the beginning of stand assembly to Messe München GmbH, Technical Exhibition Services Division (TAS). No guarantee can be given for the timely completion of installations applied for after this deadline.
2. **A surcharge (item no. 32853) amounting to EUR 97.00 will be raised for any orders/plans submitted five calendar days or later before the start of the official setup period. Moreover, Messe München GmbH reserves the right to raise a surcharge for any orders received after the given closing date.** Electrical installations are provided on a rental basis only.
3. Power supply lines will be installed in utility conduits wherever possible, from which they will be branched to the power supply transfer point—as ordered via form 3.1 page 3—at ground level. Electrical installations within the stand and downstream of the transfer point between Messe München GmbH and the exhibitor may be carried out by the exhibitor's own electricians or specialist electrical contractors (see also form 3.1, page 3). Only service partners officially accredited by Messe München GmbH the right to use the utility conduits.
  - 3.1 As of 100 kW, the transfer point consists of open cable ends. Should a service partner connect these cable ends at the request of the exhibitor, there is no liability on his part and no obligation to check the exhibitor's own distribution!
  - 3.2 The exhibitor/stand builder is responsible for the proper laying of the power supply line (cable) on his stand downstream of the cable exit point from the utility duct!
4. **The ordering party declares that he and the companies appointed by him will, during the stand setup period, the duration of the fair and the stand dismantling period, comply with all statutory and insurance-related requirements. These include the provisions set out in the BayBO, TRBS 1201, VDE 0100, BGV A1, BGV A 3 and BGI 608 as well as the special terms laid down by Messe München GmbH. Work on electrical installations may only be carried out by qualified electricians in accordance with TRBS 1201. All distributors used must be protected via a master switch and a TYPE A  $U\Delta n \leq 30$  mA RCD (residual current device). If frequency converters, alternators without transformers, EMC filters or other electronic components capable of generating stationary, variable or transient leakage current or DC residual current in excess of 6 mA are connected, TYPE B (SK) or B+ RCDs, or for 2-pin electrical appliances TYPE F RCDs are to be used. Serious violation of the regulations (including DIN VDE 0100) will result in the power supply being cut off. In such cases, no refund shall be due on the costs of installations already completed. Charges for the main connection will be invoiced in every case.**
5. All exhibition stand electrical installations will be inspected and approved by an expert for compliance with the regulations currently effective in Munich. Any deficiencies found are to be immediately rectified.  
Trusses with lighting systems are to be equipped by the system installer with additional protective potential equalization (copper, min. 10 mm<sup>2</sup>) as per VDE 0100 part 711. The transfer point on the hall floor can be ordered via this form (3.1). The equipotential bonding connection between this transfer point and the truss with lighting system may be carried out by the exhibitor's own electricians or be ordered for execution by the accredited electrical contractor.
6. **The list of dimensions and tolerances supplied to the exhibitor or ordering party should be reviewed, countersigned and returned as soon as possible. This list will be subsequently used for invoicing purposes. Grievances pertaining to the scope of products and services provided must be addressed to Messe München GmbH, Technical Exhibition Services, prior to stand disassembly in order to allow the opportunity for an appropriate assessment. Subsequent complaints regarding the scope of products or services will not be acknowledged.**
7. Repair work conducted on equipment not installed by Messe München GmbH will no longer be carried out by Messe München's service partners for insurance reasons. A voluntary decision will be taken by the service partners in emergencies, but any work conducted will be invoiced according to actual cost.
8. Cancellations are only possible up to 14 calendar days prior to the start of the general stand setup period. The services provided up until this point in time are to be remunerated. After this time, Messe München GmbH is entitled but not obliged to provide the services ordered. The additionally provided services are to be remunerated. Any amendment thus constitutes a cancellation of the original order and placement of an additional order.
9. The exhibitor is obliged to disconnect the power supply daily after the exhibition closes, using the master switch incorporated in the main connection. Circuits for devices needing a continuous current supply (separate outlets and circuits required) are exempt. The exhibitor shall be fully liable for the electrical installation and use thereof within his stand area.
10. **For safety reasons, Messe München GmbH reserves the right to switch off the entire power supply to exhibitors once the event has ended.**
11. The main electrical connection ordered is already available for use during the stand setup period.
12. Messe München GmbH's General Terms of Contract for Exhibitor Services are a constituent part of any contract concluded.

**Contact:**  
One of the accredited contractors of  
Messe München GmbH listed below

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

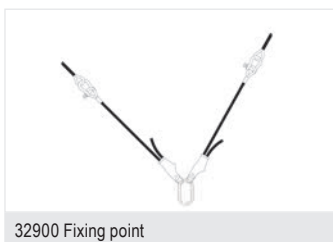
Fax with area code and ext.

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

Quantity	Item no.	Description	EUR/unit
	32900	<b>Fixing point</b> (max. permissible perpendicular load: 100 kg. Not suitable for chain hoists.	174.00
	32908	<b>Fixing point for the usage of hoisting gear</b> (manual or power chain hoists, max. permissible perpendicular load: 100 kg). Hoisting gear is not included in the price.	197.00
	32979	<b>Drop</b> (extension of fixing point for simplified adjustment)	29.30

Quantity	Item no.	Description	EUR/unit
	32980	<b>Installation and dismantling of an advertising medium</b> (flag, banne, etc.) plus the required fixing points (please ask for a quote if more than one advertising medium, a medium weight of > 50 kg and / or > 4 m <sup>2</sup> in size are needed).	255.00

**Maximum permissible perpendicular load is 100 kg per fixing point.**  
**Maximum area load is 5 kg/m<sup>2</sup> (Halls C5–C6: 20 kg/m<sup>2</sup>) of stand space (distributed uniformly over floor area).**



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

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

Plan sketches must be submitted for fixing point installation.

For orders/plans received ten days or later prior to the official setup period, a surcharge (item 32944: EUR 30.80) per fixing point will apply.

## ■ Electrical Connection and Cabling for Lighting Systems

The power supply cable is generally run from the stand area directly to the given lighting system (no access points available on hall ceiling). The electrical connection required for this purpose must be ordered via Form 3.1 / the Exhibitor Shop, respectively be considered in the general order for electrical connections. The power supply cable can also be run from the stand area to the given lighting system via the hall ceiling, on request. Please ask us for a quote. Trusses with lighting systems are to be equipped by the system installer with additional protective potential equalization (copper, min. 10 mm<sup>2</sup>) as per VDE 0100 part 711. See notes on page 3 (Safety, item 5.)

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

Contact

Phone number

## ■ Messe München GmbH contractors

For halls A1–A2, B0–B2,  
C1–C2, C5–C6:

**Neumann & Müller GmbH**

Tel. +49 89 5003615-10

Fax +49 89 5003615-99

messe.muenchen@NeumannMueller.com

For halls A3–A6, B3–B6,  
C3–C4:

**True Logik GmbH**

Tel. +49 89 949-28967

Fax +49 89 949-28962

info@truelogik.com

Please provide phone number and address of stand builder:

Place / date

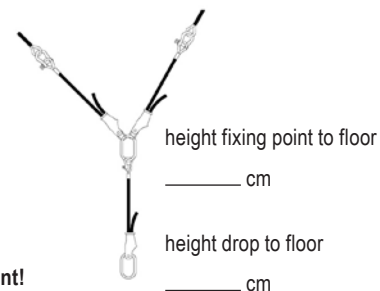
Company stamp and legally binding signature of exhibitor



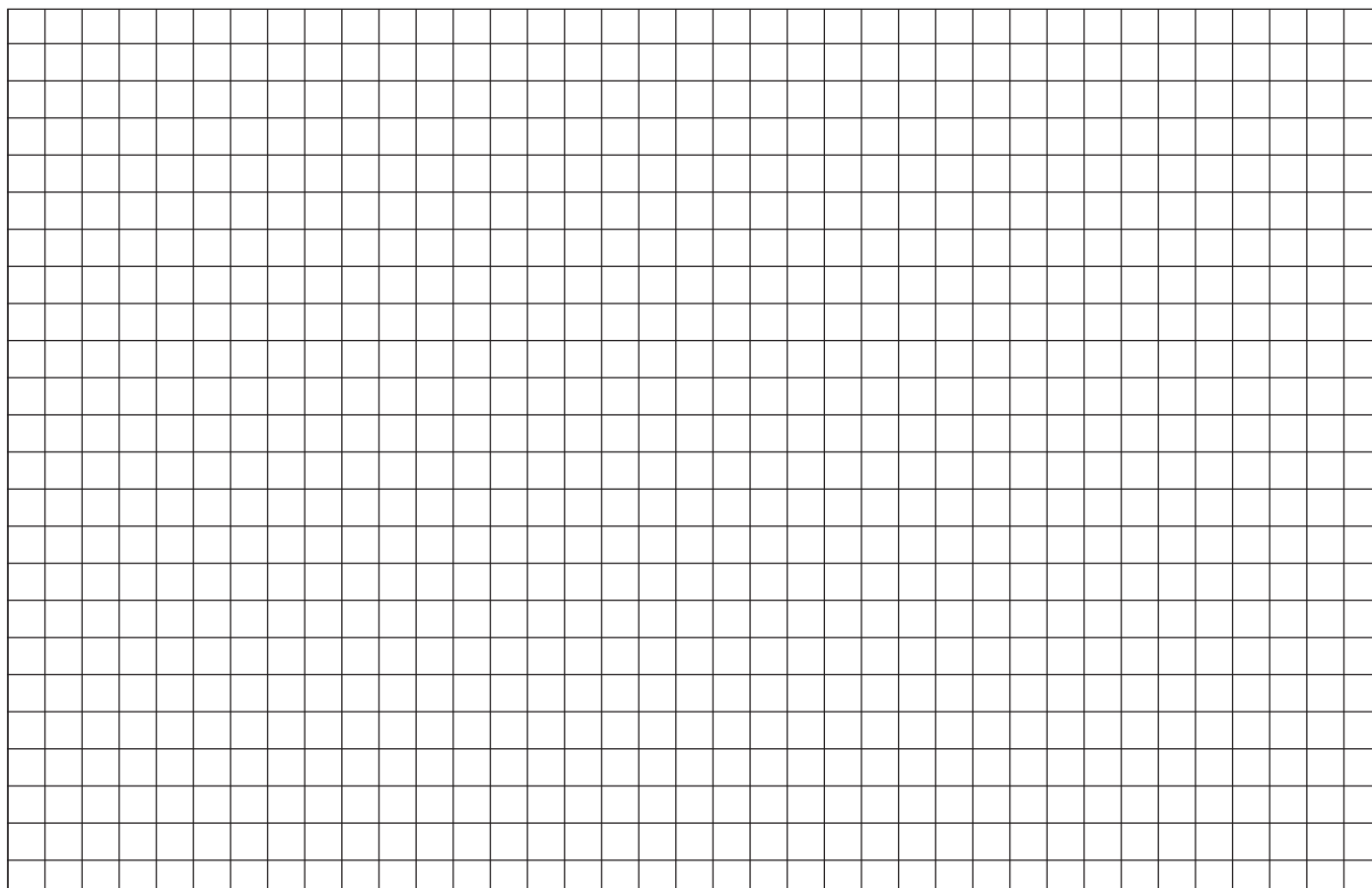
Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

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

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



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



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

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

### ■ Safety

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

#### Please note:

- Load-bearing end-to-end cable connections
- may not be implemented using cable clamps
  - must conform with DIN 56950

4. With regard to the attachment and securing of objects to be suspended, pertinent safety regulations and in particular the provisions of the German Statutory Accident Insurance, DGUV Regulation 1 (Principles of Prevention), DGUV Regulation 17 (formerly BGV C1), DGUV Regulation 54 (formerly BGV D8), BGI 810-3 and, if applicable, VStättV (German safety code governing places of public assembly) must be observed (see also notice on "Suspension Units and Means of Attachment").
5. Cross-beams with lighting systems are to be equipped by the system installer with additional equipotential bonding protection (copper, min. 10 mm<sup>2</sup>) as per VDE 0100 part 711. The connection point for the equipotential bonding on the hall floor is to be ordered via form 3.1. The equipotential bonding lead between this transfer point and the cross-beam with lighting system may be carried out by the exhibitor's own electricians or be ordered for execution by Messe München GmbH's accredited electrical contractor.

### ■ Technical details and important information

1. To the extent structurally feasible, Messe München GmbH's will provide the exhibitor with a fixing point at the desired position above the stand floor area and within the stand perimeter.  
**Please note:** Constructions to be suspended may be placed only within the stand area. Messe München GmbH's will review documentation submitted for feasibility of the desired fixing points.
2. Suspension of items from the hall ceilings will be carried out exclusively through contractor companies certified by Messe München GmbH.
3. Each suspension point on the hall ceiling structures may carry a maximum 100 kg **perpendicular load**. The maximum area load is 5 kg/m<sup>2</sup> (Halls C5–C6: 20 kg/m<sup>2</sup>) of stand area. For each suspension point, the load must be individually specified and supporting documentation provided on request. Suspension units for heavier loads only on request (any planning costs incurred will be charged to the exhibitor). If a fixing point in Halls A1–A6, B0–B6 or C1–C6 as ordered is not positioned directly beneath a suspension point, the fixing point will be installed using two or three suspension points.
  - Each fixing point (transfer point) ends in an O-ring.
  - Steel cable with a diameter of 6 mm (item no. 32900) and 8 mm (item no. 32908) is used for suspension purposes.
 Any rented equipment and material must be returned to the contracted service company by the end of the dismantling period at the latest. Exhibitors will be invoiced for damage to equipment.
4. Fixing objects to be suspended (light trusses, spotlights, banners, flags, etc.) at the fixing points is the responsibility of the exhibitor or the exhibitor's contractor. Materials required to attach elements to the fixing points are not included in the standard service, but are available for rental from Messe München GmbH upon request.
5. **The main electrical connection for lighting, etc. should be ordered separately using form 3.1.**
6. **Additional equipment:** The power supply cable is generally run from the hall floor to the lighting system. A supply cable can also be run from the hall ceiling, on request (separate offer).

### ■ Required plan documentation, order deadline

1. For the order to be processed, drafts of the side view elevation and stand area ground plan including projection of fixing points must be submitted (1:100 or 1:50 scale).  
The plans must also include total weight of each construction to be hung, distance from fixing points to stand perimeter and their height above the hall floor surface. Please include an arrow pointing north in the drawing or indicate the location of the neighboring stands and let us know the date on which the fixing points are required. If no written details are provided with regard to the height of the required fixing points above the hall floor, they will be fitted at a height of 6 m.
2. Order including complete plan documentation is to be submitted no later than six weeks before the official stand assembly period begins.  
In cases of late submission of orders or plan documentation, no guarantee can be given concerning availability of suspension points. **For orders/plans received ten days or later prior to the official setup period, a surcharge (item 32944: EUR 30.80) per fixing point will apply.**
3. Cancellations can only be made up to 14 days prior to the commencement of the official stand assembly period. The services provided up until this point in time are to be remunerated. After this time, Messe München GmbH is entitled but not obliged to provide the services ordered. The additionally provided services are to be remunerated. Any amendment thus constitutes a cancellation of the original order and placement of an additional order.
4. **The list of dimensions and tolerances supplied to the exhibitor or ordering party should be reviewed, countersigned and returned as soon as possible. This list will be subsequently used for invoicing purposes. Grievances pertaining to the scope of products and services provided must be addressed to Messe München GmbH's TAS division prior to stand disassembly in order to allow the opportunity for an appropriate assessment. Subsequent complaints regarding the scope of products or services will not be acknowledged.**
5. Messe München GmbH's General Terms of Contract for Exhibition Services apply additionally. Furthermore, the information and specifications set out in the Notice "Suspension Units and Means of Attachment" to hall ceilings should be observed.

#### Price information:

Item no.	Product/ Service	Price
32943	Travelling and climbing scaffolding / h	61.00
32940	Cost-plus hourly rate	51.90
32924	Cable up to 6 kW/m	1.60
32925	Cable up to 12 kW/m	2.90
32921	Steel cable / Safety, each	6.50
32926	Aluminium clamps with O-rings, each	13.00
32914	Clevis, each	6.50
32915	Cross-beam adapter / Earthing clamp / each.	6.50
32966	Power supply—hall ceiling Schuko safety socket 230 V/m plus assembly charge	0.90
32967	Power supply—hall ceiling CEE 16 A/m plus assembly charge	1.60
32969	Earthing cable / m plus assembly charge	0.90
32912	Fixing point in Hall B0 / each	91.00

**Contact:**

One of the accredited contractors of  
Messe München GmbH listed below

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

The prices for truss and lighting systems include the cost of rental, assembly/installation, dismantling and service, but are exclusive of the fixing points required (incl. materials) and spotlight alignment.

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

m	Item no.	Description	EUR/m
	32916	3-Point truss	38.00
	32917	4-Point truss	43.10

Quantity	Item no.	Description	EUR/unit
	32958	Floodlight 1000 W	44.70
	32922	Fresnel lense spotlight 1000 W	67.00
	32927	Fresnel lense spotlight 2000 W	83.50
	32971	Manual chain hoist per day	41.60
	32973	Chain motor 0.25 to D8 per day	71.00
	32974	Chain motor 0.5 to D8 per day	81.00

Orders placed for spotlights and reflector lamps include power supply cabling to the main electrical connection (any power supply cabling required via the hall ceiling incurs additional costs and will be charged separately).

We are also able to supply you with any other event systems equipment you may require. We would be pleased to contact you for personal counselling

Phone number

## Messe München GmbH contractors

For halls A1–A2, B0–B2,  
C1–C2, C5–C6:

**Neumann & Müller GmbH**

Tel. +49 89 5003615-10

Fax +49 89 5003615-99

messe.muenchen@NeumannMueller.com

For halls A3–A6, B3–B6,  
C3–C4:

**True Logik GmbH**

Tel. +49 89 9077998 50

Fax +49 89 9077998 51

info@truelogik.com



32916 3-Point truss



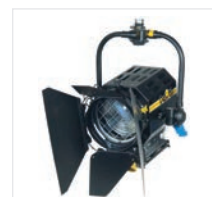
32917 4-Point truss



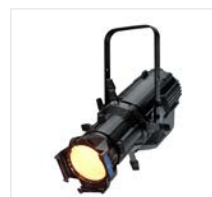
Daylight spotlight  
150 W - 575 W



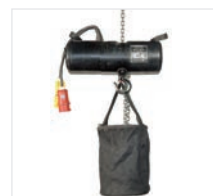
Floodlight



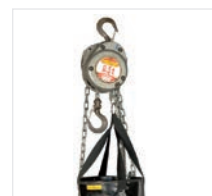
Fresnel lense spotlight



Profile spotlight, incandes-  
cent light, CDM-T, LED



Chain motor



32971 Manual chain hoist



LED spotlight

Cross beams/trusses and lighting systems incl. transport, assembly/dismantling and service during the trade fair. The service for attaching and detaching motor chain motors/manual chain hoists is subject to an additional charge.

Place / date

Company stamp and legally binding signature of exhibitor

## ■ Terms of Business for the Supply and Installation of Lighting and Truss Systems

### ■ Safety

1. For safety reasons, the following types of suspensions are not permitted:
  - Items suspended from stand elements
  - Suspensions intended to support stand elements or exhibits (stand elements and exhibits must be independently secured)
  - Items suspended from the ceiling with a rigid or frictional connection to the hall floor.
2. The suspension units may only be altered (e.g. opening a bridle) by one of Messe München GmbH's accredited service partners.
3. It is imperative that the accredited contractor be consulted with regard to the use of hoisting equipment (e.g. chain hoist, motor hoist).  
**Please note:**
  - Load-bearing end-to-end cable connections
  - may not be implemented using cable clamps
  - must conform with DIN 56950.
4. With regard to the attachment and securing of objects to be suspended, pertinent safety regulations and in particular the provisions of the German Statutory Accident Insurance, DGUV Regulation 1 (Principles of Prevention), DGUV Regulation 17 (formerly BGV C1), DGUV Regulation 54 (formerly BGV D8), BGI 810-3 and, if applicable, VStättV (German safety code governing places of public assembly) must be observed (see also notice on "Suspension Units Attached to Hall Ceilings").
5. Truss sections with lighting systems are to be equipped by the system installer with additional protective potential equalization (copper, min. 10 mm<sup>2</sup>) as per VDE 0100 part 711. The connection point for the equipotential bonding on the hall floor is to be ordered via form 3.1. The equipotential bonding lead between this transfer point and the truss section with lighting system may be carried out by the exhibitor's own electricians or be ordered for execution by Messe München GmbH's accredited electrical contractor.

### ■ Technical details and important information

1. To the extent structurally feasible, Messe München GmbH will provide the exhibitor with a fixing point at the desired position above the stand floor area and within the stand perimeter.  
**Please note:** Constructions to be suspended may be placed only within the stand area. Messe München GmbH will review documentation submitted for feasibility of the desired fixing points.
2. Hanging of items from the hall ceilings will be carried out exclusively through Messe München GmbH's accredited contractors.
3. Each suspension point on the hall ceiling structures may carry a maximum 100 kg **perpendicular load**. The maximum area load is 5 kg/m<sup>2</sup> (Halls C5–C6: 20 kg/m<sup>2</sup>) of stand area. For each suspension point, the load must be individually specified and supporting documentation provided on request. Suspension units for heavier loads only on request (any planning costs incurred will be charged to the exhibitor). If a fixing point in Halls A1–A6, B0–B6 or C1–C6 as ordered is not positioned directly beneath a suspension point, the fixing point will be installed using two or three suspension points.
  - Each fixing point (transfer point) ends in an O-ring.
  - Steel cable with a diameter of 6 mm (item no. 32900) and 8 mm (item no. 32908) is used for suspension purposes.Any rented equipment and material must be returned to the contracted service company by the end of the dismantling period at the latest. Exhibitors will be invoiced for damage to equipment.
4. Fixing objects to be suspended (light trusses, spotlights, banners, flags, etc.) at the fixing points is the responsibility of the exhibitor and will be carried out by Messe München GmbH's service partners upon request.  
Materials required to attach elements to the fixing points are not included in the standard service, but are available for rental from Messe München GmbH upon request.
5. The main electrical connection for lighting, etc. should be ordered separately using form 3.1.
6. Additional equipment: The power supply cable is generally run from the hall floor to the lighting system. A supply cable can also be run from the hall ceiling on request (separate price quote).

### ■ Order deadline

1. Orders are to be submitted no later than six weeks before the official stand set-up period begins.  
In the case of the late submission of orders, no guarantee can be given concerning the availability of the items required. **Messe München GmbH reserves the right to examine the additional costs incurred due to the late receipt of the given orders and, if appropriate, provide a separate quote for the extra cost involved.**
2. Cancellations are only possible up to 14 days prior to the start of the general stand set-up period. The services provided up until this point in time are to be remunerated. After this time, Messe München GmbH is entitled but not obliged to provide the services ordered. The additionally provided services are to be remunerated. Any amendment thus constitutes a cancellation of the original order and placement of an additional order.
3. The list of dimensions and tolerances supplied to the exhibitor or ordering party should be reviewed, countersigned and returned as soon as possible.  
This list will be subsequently used for invoicing purposes. Grievances pertaining to the scope of products and services provided must be addressed to Messe München GmbH's TAS division prior to stand disassembly in order to allow the opportunity for an appropriate assessment. Subsequent complaints regarding the scope of products or services will not be acknowledged.
4. Messe München GmbH's General Terms of Contract for Exhibitor Services apply additionally. Furthermore, the information and specifications set out in the Notice "Suspension Units and Means of Attachment" to hall ceilings should be observed.

### Price information:

Item no.	Product / Service	EUR
32943	Travelling and climbing scaffolding / h	61.00
32940	Man hour (cost-plus basis)	51.90
32924	Cable up to 6 kW/m	1.60
32925	Cable up to 12 kW/m	2.90
32921	Steel cable / Safety, each	6.50
32926	Aluminium clamps with O-rings, each	13.00
32914	Clevis, each	6.50
32915	Truss adapter / Earthing clamp / each.	6.50
32966	Power supply—hall ceiling Schuko safety socket 230V/m plus assembly charges	0.90
32967	Power supply—hall ceiling CEE 16 A/m plus assembly charges	1.60
32969	Earthing cable / m plus assembly charges	0.90

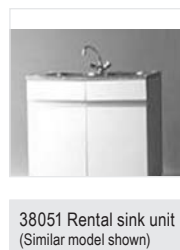
Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

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

Quantity	Item no.	Main water connection including connection of one appliance	EUR/unit
	38100	Main water connection, hall area (ground level)	343.00
	38101	Main water connection, upper level (two-story stand)	432.00
	38200	Main water connection, outdoor exhibition area / loading yards, aboveground	516.00

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

Quantity	Item no.	Misc. services	EUR/unit
	38050	<b>Connection of each additional appliance</b> e.g. dishwasher, water boiler, coffee machine, taps and fittings <b>Please Note:</b> If the additional consumer appliance is further than 1 m away from the main water connection, another main connection is required.	62.50
	38051	<b>Rental sink unit</b> with base unit, taps and fittings, 5 l electric boiler Dimensions: W/H/D = 90/80/60 cm	151.00
	38090	Standard hourly rate	57.80
	38005	Water for basin/container, up to 3 m <sup>3</sup> (incl. DN 50 drain pipe) (see page 2)	131.00
	38006	Water for basin/container, 4 m <sup>3</sup> to 10 m <sup>3</sup> (incl. DN 50 drain pipe) (see page 2)	as per cost incurred



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

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

**A surcharge (item no. 38951) amounting to EUR 116.00 will be raised for any orders/plans submitted 14 calendar days or later prior to the start of the trade fair.**

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

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

cm

☐ No

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

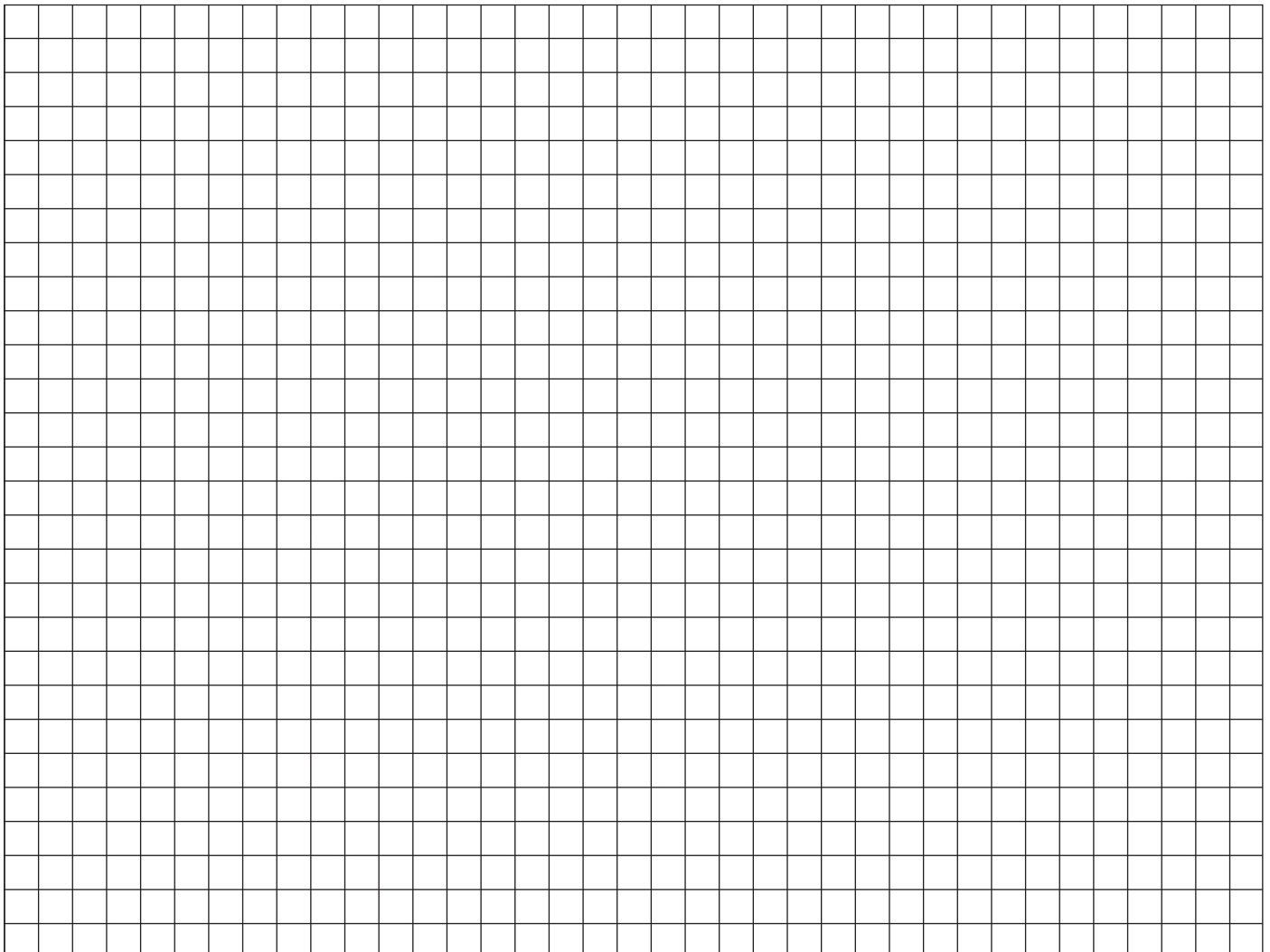
**No water connections are available in the ICM Foyer, with only partial availability in the entrance buildings.**

Place / date

Company stamp and legally binding signature of exhibitor

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

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



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



## ■ Water connection and supply terms

### ■ Ordering main water connection

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

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

**A surcharge (item no. 38951) amounting to EUR 116.00 will be raised for any orders/plans submitted 14 calendar days or later prior to start of the trade fair.**

### ■ Water connection information

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

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

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

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

Messe München GmbH accepts no liability for damage.

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

#### Required plan documentation

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

#### Main water connection in the halls

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

#### Main water connection in the loading yard

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

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

#### Main water connection in the outdoor exhibition areas

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

#### Connection of appliances

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

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

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

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

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

#### Filling of basin / tank with water

The order is valid for a single filling including drainage; unauthorized discharge of the basin / tank via the utility ducts is prohibited.

No fixed supply line is installed. Kindly ensure that you enclose with your order a ground plan indicating the location of the given basin / tank.

### ■ Grease traps

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

**Grease trap order forms may be obtained through the Technical Exhibition Services Division.**

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

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

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

### ■ Cancellation / complaints

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

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

**This list will be subsequently used for invoicing purposes.**

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

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

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

We hereby order—in the name and for account of the registered main exhibitor—subject to the conditions for connection and supply of sprinkler systems detailed on page 2. Orders in the name of co-exhibitors are not possible.

Installation of a sprinkler system for covered stand area.

m<sup>2</sup> of covered stand surface

Please tick	Item no.	Description	EUR
	38497	Main sprinkler connection (basic installation incl. 3 sprinkler nozzles)	1,385.00

Quantity	Item no.	Description	EUR/unit
	38499	Additional sprinkler nozzles	350.00

The precise number and position of the sprinkler nozzles is determined after submission of the stand drawing.

The basic installation can be expanded with additional sprinkler nozzles to a maximum of 18 sprinkler nozzles.

**Please note:**

The sprinkler pipes are not suitable for visible exposure. Clearance of 150 mm from the top edge of the ceiling to the steel structure is required for laying the sprinkler pipes.

We will be erecting a raised platform on our stand (100 mm min. height clearance required for laying pipes):

☐ Yes, the clearance height between the floor of the hall and the raised platform is approx.

cm

☐ No

**Important:** Prior to the commencement of your stand planning activities, kindly ask Messe München GmbH's Technical Exhibition Services Division to supply you with an extract of the plan of the stand area showing the location of the sprinkler supply lines in the utility ducts.

Please be sure to submit plans to scale marked accordingly (with arrow showing north as well as neighboring stands or other points of reference). Kindly mark/indicate on the plans too the location of the transfer point from the utility duct to the stand ceiling (stop valve with test unit on the stand to be accessible at all times).

Messe München GmbH reserves the right to charge an additional fee for late orders and plans.

Sprinkler connections cannot be made available in the ICM Foyer or in the entrance buildings.

Place / date

Company stamp and legally binding signature of exhibitor

## ■ Connection and supply terms for sprinkler systems

Sprinkler systems must be installed according to the recognized technical standards and with the approval of the Munich Municipal Fire Department.

**The prices listed apply to installation heights of up to 3 m. Any additional costs incurred for installation heights of over 3 m and for special stand constructions (surface installations and for the bypassing of joists and stand components, etc.) are charged for.**

The complete documents (as described in form 1.3), orders and plans must be submitted to Messe München GmbH by the specified deadline at the latest (see "Important Notes"), however, for two-storied and covered stands no later than six weeks before the start of construction.

No guarantee can be given that installations ordered after this date will be completed on time.

**Messe München GmbH reserves the right to charge an additional fee for late orders.**

The sprinkler pipes are installed in the halls according to the dimensions specified in the plan. The position of the shut-off valve on the ground floor must be specified by the exhibitor/stand builder. The supply pipe will be laid if possible in the utility conduits but may be laid above ground if the position of the shut-off valve and the sprinkler installation downstream of it require this (on request, we will indicate the placement of the basic sprinkler pipe/outlet). The sprinkler installation itself is always installed in front of the walls and under the suspended ceilings. The sealed shut-off valve must remain accessible at all times and must not be built over or obstructed.

The exhibitor shall be liable for damage resulting from noncompliance with this regulation.

**The General Terms of Contract for Exhibitor Services of Messe München GmbH apply additionally.**

### ■ Design data:

- Exhibition halls in accordance with VDS are in fire risk class BG 2.3.
- Maximum protection area per sprinkler nozzle 12 m<sup>2</sup> by means of glass bulb sprinkler DN 15, nominal opening temperature 68°C, color red.
- Separate cabins and rooms must also be provided with sprinklers in conformance with the maximum protection area of 12 m<sup>2</sup>/nozzle.
- A maximum of 18 sprinkler nozzles may be connected for each DN 50 connecting pipe in the utilities conduit. The pipe dimension of feeder pipes to the nozzles is also DN 50.
- Structures suspended from the hall ceiling (trusses, etc.) cannot be fitted with a sprinkler system.

## Contact:

Firma Herbert Nowak  
Beim Himmelreich 32c | 82140 Olching | Germany  
Tel. +49 89 949-24680 | Fax +49 89 8131755  
nowakstromversorgung@t-online.de

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

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

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

Requirement in l/min (please be sure to indicate)

Pressure-reducing valve needed

☐ Yes ☐ No

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

Please indicate total requirement

l/min

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

Pressure-reducing valve required:

Appliance take-off point 1 ☐ Yes Requirement in l/min \_\_\_\_\_

Appliance take-off point 2 ☐ Yes Requirement in l/min \_\_\_\_\_

Appliance take-off point 3 ☐ Yes Requirement in l/min \_\_\_\_\_

Appliance take-off point 4 ☐ Yes Requirement in l/min \_\_\_\_\_

Appliance take-off point 5 ☐ Yes Requirement in l/min \_\_\_\_\_

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

We need the compressed air supply from

date

## Vacuum connection

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

l/min.

We are laying a platform / raised floor on our stand

☐ Yes ☐ No

Additions:

The compressed air supply is available during the stand setup period for two days before the start of the fair and for one day after the fair has ended (from 08:00 to 19:00). If the compressed air supply is needed earlier, any additional charges will be based on the compressed air requirement in l/min.  
During the fair the compressed air will be available for about one hour before and after opening times.

## Please note:

**A late order surcharge (item no. 36951) amounting to EUR 45.00 will be raised for orders/plans submitted 14 calendar days or later before the start of the trade fair.**

**Compressed air connections cannot be made available in the ICM Foyer or in the entrance buildings.**

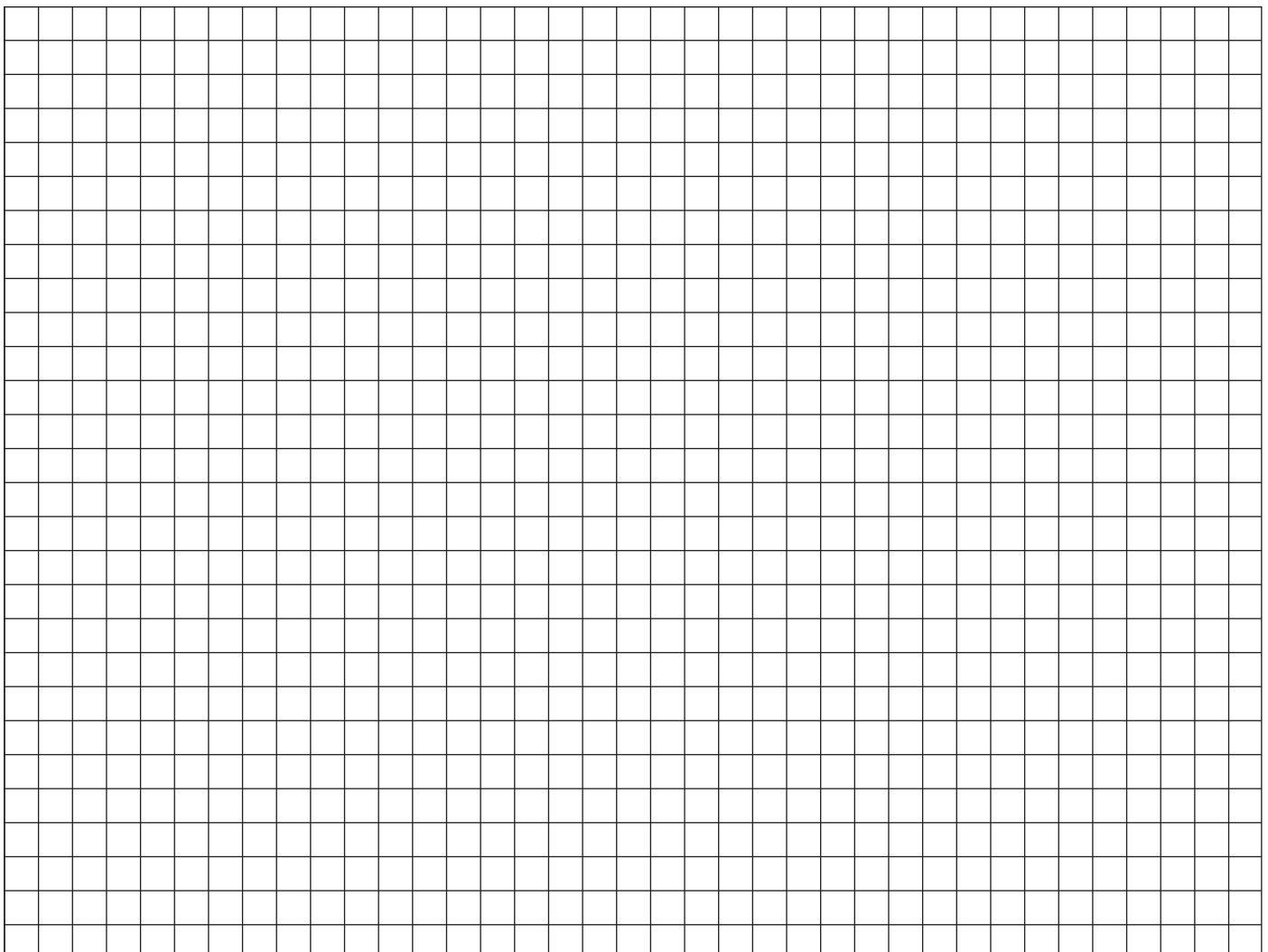
Place / date

Company stamp and legally binding signature of exhibitor

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

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

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

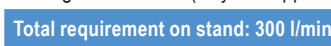


Scale 1 : 100 (1 m = 1 cm)  
1 : 50 (1 m = 2 cm)


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

1. Exhibitors using their own compressor must notify Messe München GmbH, Technical Exhibition Services Division (TAS). Orders for compressed air connections with ground plan must be submitted to **Messe München GmbH's TAS** no later than the date specified in the Order Forms for Exhibitor Services. No guarantee can be given that connections applied for after this date will be installed in time. A late order surcharge (item no. 36951) amounting to EUR 45.00 will be raised or orders/plans submitted 14 calendar days or later before the start of the trade fair.
2. The list of dimensions and tolerances supplied to the exhibitor or ordering party must be checked, countersigned and returned as soon as possible. This list is subsequently used for invoicing purposes. Any complaints concerning the products or services provided must be addressed to Messe München GmbH's TAS before the stand is dismantled so that a proper inspection can be carried out. Subsequent complaints about the products or services provided will not be acknowledged.
3. If an order is cancelled less than 14 calendar days prior to the start of the event, the ordering party shall be required to pay a lump sum amounting to 75% of the costs of the ordered services. The exhibitor shall still have the right to provide proof that such an amount is in excess of the saving in outlay accruing to Messe München GmbH.
4. Prices include the following services depending on the item number:  
**Single connection**  
Connection for one appliance take-off point, laying of compressed air pipes to the connection point on the stand incl. connection of one appliance take-off point, small parts and fittings, maintenance of the equipment installed.  
**Multiple connection**  
Connection for more than one appliance take-off point, compressed air pipes, T-distributors, fittings, small parts, maintenance of the equipment installed, setup and dismantling.  
**Pressure-reducing valve**  
Installation and rental of a pressure-reducing valve incl. manometer for take-off pressure of 0.5–10 bar.
5. The quality of the compressed air at the point of transition from the compressor station into Messe München GmbH's piping network meets the following classification in accordance with ISO 8573-1:

Oil content	Class 1 = max. oil concentration of 0.01 mg/m <sup>3</sup>
Solid content	Class 1 = max. particle size of 0.1 µm / max. particle density of 0.1 mg/m <sup>3</sup>
Water content	Class 4 = dew point pressure ≤ +3 °C
6. Sample calculation  
Single connection (only one appliance take-off point)

Total requirement on stand: 300 l/min		Item no.	Cost
		36003	709.00
		<b>Total</b>	<b>709.00</b>

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

Total requirement on stand: 300 l/min		Item no.	Cost
	Appliance take-off point 1: 100 l/min	36003	709.00
	Appliance take-off point 2: 100 l/min	36200	39.50
	Appliance take-off point 3: 100 l/min	36200	39.50
		<b>Total</b>	<b>788.00</b>

## 7. Prices

Item no.	Compressed air / Single connection incl. connection of one appliance take-off point	Per item in EUR
36001	up to 100 l/min	479.00
36002	up to 200 l/min	584.00
36003	up to 300 l/min	709.00
36004	up to 450 l/min	830.00
36005	up to 600 l/min	1,264.00
36006	up to 800 l/min	1,495.00
36007	up to 1000 l/min	1,545.00
36008	up to 1500 l/min	1,822.00
36009	up to 2000 l/min	1,869.00
36010	up to 2500 l/min	1,994.00
36011	up to 3000 l/min	2,121.00
36012	up to 4000 l/min	2,267.00
36013	up to 5000 l/min	2,421.00
36014	up to 6000 l/min	2,745.00
36015	up to 8000 l/min	2,933.00
<b>36090</b>	<b>Cost plus hourly rate for all other work</b>	<b>44.65</b>

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

Item no.	Pressure-reducing valves	Per item in EUR
36400	up to 100 l/min	27.00
36401	up to 200 l/min	29.00
36402	up to 600 l/min	34.00
36403	up to 2500 l/min	41.00
36404	up to 5000 l/min	58.00
36405	up to 8000 l/min	68.00

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



Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

**We hereby order in the name and for account of the registered main exhibitor. Orders in the name of co-exhibitors are not possible.**

Description of the appliances you wish to use:

**Please supply us with the following information:**

**a) Diameter of appliance connection pipe:**

\_\_\_\_\_

cm

**b) Extractor fan is built into appliance or will be supplied:**

☐ Yes ☐ No

**c) \_\_\_\_\_**  
**Outlet temperature: °C**

**d) Installation should occur:**

\_\_\_\_\_

m above the exhibition stand

The following instructions should be noted and followed in connection with the operating of ovens, grill appliances and other appliances for presentation or demonstration purposes:

**Vapors and flue gas as well as exhaust fumes should be fed out of the exhibitor and/or hall areas in accordance with the relevant local regulations.**

**Gas-fed installations must be equipped on-site with quick-fit safety valves and/or fire safety valves.**

**Precautions should be made to ensure sprinkler systems do not overheat.**

**Please use form 3.1 to order your power needs and connection points.**

**We hereby order:**

Quantity	Item no.	Description	EUR
	36961	Vapor extractor 200 mm incl. installation/dismantling, extractor fan	2,693.00
	36962	Flue gas extractor 200 mm incl. installation/ dismantling. 6 m pipe made of V2A steel and heat-resistant extractor fan	3,157.00

We would ask you moreover to supply us with details of the nature of the given vapors, flue gas and/or exhaust fumes and to enclose the brochure sheets for the appliance concerned including the relevant technical data. We also require information on the output data of the fans supplied, the air capacity and the available pressure.

Additional materials and/or services will be invoiced as per requirements. The price does not include the cost of connecting the installation to the machinery.

**We would be pleased to provide you with a quotation for any other form of extraction required.**

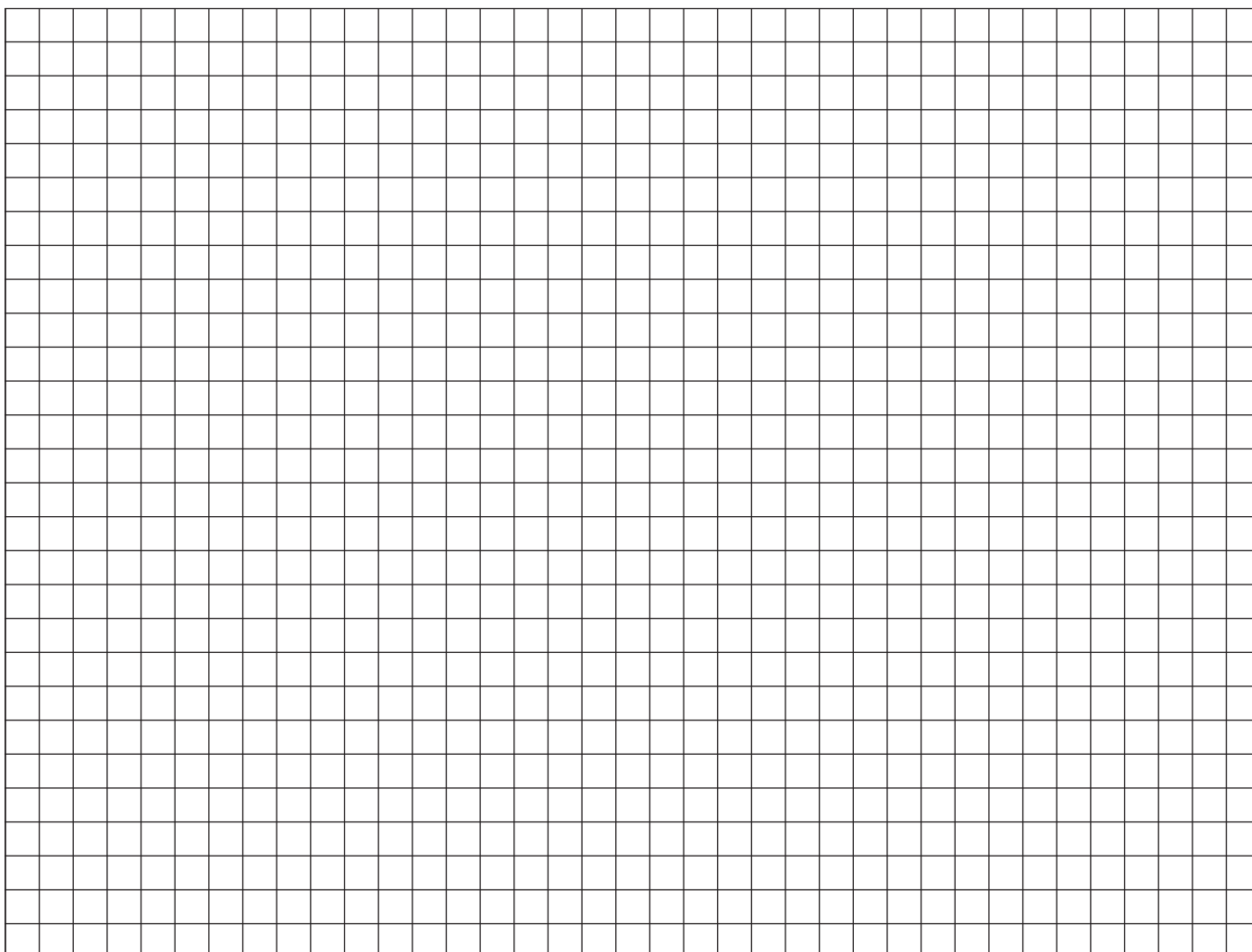
Any contract agreed exists exclusively between the exhibitor and the contracting company of Messe München GmbH. The specific terms of the contract are to be agreed between the exhibitor and Messe München GmbH's contracting company.

Place / date

Company stamp and legally binding signature of exhibitor

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

Sketch of the stand with precise dimensions where the given extractor is to be installed.  
Please mark the position of your stand by showing adjacent stands, aisles or hall entrances.



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

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

According to the City of Munich's regulations on drainage, the quantities of noxious substances in discharges into the sewage network must not exceed those usual for households. If waste water containing oil and/or grease is to be discharged in quantities exceeding these, the wastewater must pass through a grease trap.

**We hereby order—in the name and for account of the registered main exhibitor—subject to the conditions of connection and delivery set out on page 2. Orders in the name of co-exhibitors are not possible.**

Quantity	Item no.	Grease trap	EUR/unit
	38600	<b>Capacity up to max. 30 l/min, incl. DN 50 pipework</b> (usually sufficient for a commercial dishwasher)	1,326.00
	38601	If capacities of more than 30 l/min and/or pipework deviating from DN 50 in size are required, please indicate sizes.  Capacity l/min.  Size of connection DN	upon request

Please send this form to the Technical Exhibition Services Division **four weeks** before setup begins **at the latest**.

**Please note that the order for a grease trap does not include the main water connection. This must be ordered separately using form 5.1.**

**Important: A layout sketch must be submitted to order a grease trap.**

Place / date

Company stamp and legally binding signature of exhibitor

## ■ Connection and Delivery Terms

1. Exhibitors wishing to have a main water connection installed for their stands must order it from Messe München GmbH and, if they produce, process or demonstrate at their stands goods containing grease and / or oil, undertake to order a grease trap from Messe München GmbH at least four weeks before stand setup begins. The same applies to exhibitors using commercial dishwashers on their stands that complete a full wash cycle in **two minutes or less**.

If, after setup has begun, Messe München GmbH ascertains that an exhibitor with stationary or mobile catering operations has ordered a main water connection without a grease trap, although he should have ordered a grease trap under these connection and delivery conditions, the exhibitor shall agree to Messe München GmbH installing a suitable grease trap at the prices valid for the fair without Messe München GmbH receiving a separate order from the exhibitor. Both in this event and in the event that the order is placed less than four weeks before setup begins, Messe München GmbH is entitled to charge for the grease trap required a late payment penalty of 50% of the price valid at the time, unless the exhibitor can prove that Messe München GmbH has suffered less or no damage.

If the installation of a main water connection with grease trap is not possible or is possible only at excessively high cost, Messe München GmbH can prohibit the exhibitor from producing, processing or demonstrating goods containing grease and / or oil at his stand or from using commercial dishwashers that complete a full wash cycle in **two minutes or less**.

2. The items on page 1 include rental, installation and disposal costs for the grease trap, but not the main water connection (see form 5.1).
3. Grease traps are usually installed outside the hall and not inside the exhibitor's stand area.
4. All prices are net plus statutory VAT.
5. **Messe München GmbH's General Terms of Contract for Exhibitor Services apply additionally.**

## ■ Orders

The information and telecommunication services detailed forms 6.1 et seq. are to be ordered exclusively through Messe München GmbH. Orders are subject to acceptance by Messe München GmbH; this acceptance may also be implicit, e.g. in that the requested services are supplied.

The exhibitor is entitled to cancel an order for the information and telecommunication services detailed forms 6.1 et seq., either partially or entirely, on condition that notice of cancellation is received by Messe München GmbH no later than three weeks prior to the opening of the fair or event. In all other cases, the contract can only be revoked with the written approval of Messe München GmbH. Messe München GmbH is not obliged to grant such approval. Messe München GmbH will grant approval only on condition that the exhibitor pays 20% of the value of the contract (plus VAT) as a standard cancellation fee. If Messe München GmbH can provide evidence that the costs incurred were greater than the amount of the standard cancellation fee, then Messe München GmbH is entitled to invoice the exhibitor for the actual costs, rather than the standard cancellation fee. If the exhibitor can provide evidence that the costs incurred by Messe München GmbH were lower, then the standard cancellation fee may be reduced accordingly.

If the exhibitor wishes to modify an order for services after it has already been fulfilled by Messe München GmbH, in particular with regard to installations on the exhibition stand, then Messe München GmbH is entitled to charge a modification fee of **EUR 107.00** (item 37503) plus VAT for each modification, on condition that Messe München GmbH actually commits to carrying out the modification. An additional fee of **EUR 107.00** (item 37501) plus VAT will be raised on late orders received within 14 calendar days or less prior to start of event.

## ■ Period of availability

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

## ■ Assignment

All products and services ordered will be provided by Messe München GmbH or its designated subcontractors and will be assigned to exhibitors on a rental basis. If an exhibitor uses his own terminal equipment this must conform to the legal regulations currently in force, including the valid EU directives applicable to terminal equipment and the CCITT Recommendations, especially CCITT Recommendation I430. The analog lines provided are PBX extensions with a dial tone that differs from that of the public telephone network.

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

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

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

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

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

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

## ■ Service center

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

- setup period: 08:00–18:00
- 1st day of event: one hour prior to event commencing through to end of event
- during the trade fair: in accordance with opening hours of the given event
- last day of event / 1st day of dismantling period: from start of event through to 20:00
- dismantling period: 09:00–14:00

## ■ Liability

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

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

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

## ■ Call connections

Connections within the exhibition center network are free of charge.

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

## ■ Return of terminal equipment

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

## ■ Connection terms

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

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

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

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

## ■ General Terms of Contract for Exhibitor Services

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



## ■ General points to note concerning information and telecommunications services

### ■ Perfect connections for communicating with each other!

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

### ■ Telephone / Telefax

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

The provision of voice communication services to the entire exhibition center is guaranteed thanks to a modern IP telecommunications system.

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

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

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

### ■ Internet

#### Part of life today and indispensable on your exhibition stand.

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

### ■ Internet service: economy access

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

- Internet access 4 Mbit/s, synchronous Internet connection incl. flat rate, dynamic/public IP address, one ethernet port/RJ45
- Internet access 8 Mbit/s, synchronous Internet connection incl. flat rate, dynamic/public IP address, one ethernet port/RJ45
- Internet access 16 Mbit/s, synchronous Internet connection incl. flat rate, dynamic/public IP address, one ethernet port/RJ45
- Internet access 25 Mbit/s, synchronous Internet connection incl. flat rate, dynamic/public IP address, one ethernet port/RJ45
- Internet access 50 Mbit/s, synchronous Internet connection incl. flat rate, dynamic/public IP address, one ethernet port/RJ45
- Internet access 100 Mbit/s, synchronous Internet connection incl. flat rate, dynamic/public IP address, one ethernet port/RJ45

### ■ Internet service: business access

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

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

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

- Internet access 4 Mbit/s, synchronous Internet connection incl. flat rate, one fixed/public IP address, one ethernet port/RJ45
- Internet access 8 Mbit/s, synchronous Internet connection incl. flat rate, one fixed/public IP address, one ethernet port/RJ45
- Internet access 16 Mbit/s, synchronous Internet connection incl. flat rate, one fixed/public IP address, one ethernet port/RJ45
- Internet access 25 Mbit/s, synchronous Internet connection incl. flat rate, one fixed/public IP address, one ethernet port/RJ45
- Internet access 50 Mbit/s, synchronous Internet connection incl. flat rate, one fixed/public IP address, one ethernet port/RJ45
- Internet access 100 Mbit/s, synchronous Internet connection incl. flat rate, one fixed/public IP address, one ethernet port/RJ45

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

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

## ■ Connection with terminal

Quantity	No.	Item no.	Description	EUR
	1.	37002	<b>IP telephone</b> incl. connecting unit. Functional features: open listening, call diversion, repeat dialing, callback, conference call, con- sultation hold / call transfer	142.00
	2.	37003	<b>Fax machine</b> incl. analog connection, multifunction fax machine incl. copying	315.00
	3.	37005	<b>Conference phone</b> , incl. connection and phone number (while stock lasts)	246.00
	4.	37006	<b>Conference phone</b> with additional microphone, incl. connection and phone number (while stock lasts)	291.00

Required date of availability for ordered equipment

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

Name

Phone

Fax

## ■ Connections without terminal

Quantity	No.	Item no.	Description	EUR
	5.	37007	<b>Analog extension</b> incl. adapter to TAE socket	116.00

## ■ Miscellaneous

Quantity	No.	Item no.	Description	EUR
	6.	37501	Late order charge as of 14 calendar days or less prior to start of event	107.00
	7.	37502	Cancellation fee	107.00
	8.	37503	Flat rate for alterations	107.00
	9.	37504	Cost-plus hourly rate for miscellaneous additional services	107.00

## ■ Please note

- Items 1–5 including call charges
- It is essential for a sketch of the stand layout to be submitted (e.g. form 6.5) before services can be provided!
- The above-mentioned connections are tied to Messe München GmbH's telephone service provider—no call by call or preselection, nor 010.. numbers possible!

Place / date

Company stamp and legally binding signature of exhibitor



37002 IP telephone



37003 Fax machine



37005 Conference phone



37006 Conference phone with add. microphone

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

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

## ■ Internet services: Economy Internet access

RJ45 termination plug



Quantity	Nr.	Item no.	Description	EUR
	1.	37100	Internet access max. <b>4 Mbit/s</b> , synchronous, incl. flat rate, dynamic / public IP address (DHCP)	394.00
	2.	37101	Internet access max. <b>8 Mbit/s</b> , synchronous, incl. flat rate, dynamic / public IP address (DHCP)	484.00
	3.	37102	Internet access max. <b>16 Mbit/s</b> , synchronous, incl. flat rate, dynamic / public IP address (DHCP)	596.00
	4.	37103	Internet access max. <b>25 Mbit/s</b> , synchronous, incl. flat rate, dynamic / public IP address (DHCP)	732.00

On request:

	5.	37104	Internet access max. <b>50 Mbit/s</b> , synchronous, incl. flat rate, dynamic / public IP address (DHCP)	1,237.00
	6.	37105	Internet access max. <b>100 Mbit/s</b> , synchronous, incl. flat rate, dynamic / public IP address (DHCP)	2,249.00

## ■ Internet services – Business Internet access

RJ45 termination plug



Quantity	Nr.	Item no.	Description	EUR
	7.	37110	Internet access max. <b>4 Mbit/s</b> , synchronous, incl. flat rate, fixed / public IP address (no DHCP)	619.00
	8.	37111	Internet access max. <b>8 Mbit/s</b> , synchronous, incl. flat rate, fixed / public IP address (no DHCP)	776.00
	9.	37112	Internet access max. <b>16 Mbit/s</b> , synchronous, incl. flat rate, fixed / public IP address (no DHCP)	1,350.00
	10.	37113	Internet access max. <b>25 Mbit/s</b> , synchronous, incl. flat rate, fixed / public IP address (no DHCP)	2,023.00

On request:

	11.	37114	Internet access max. <b>50 Mbit/s</b> , synchronous, incl. flat rate, fixed / public IP address (no DHCP)	3,036.00
	12.	37115	Internet access max. <b>100 Mbit/s</b> , synchronous, incl. flat rate, fixed / public IP address (no DHCP)	5,621.00

## ■ Miscellaneous

Quantity	No.	Item no.	Service	EUR
	13.	37501	Late order charge as of 14 calender days or less prior to start of event	107.00
	14.	37502	Cancellation fee	107.00
	15.	37503	Flat charge for alterations	107.00
	16.	37504	Cost plus hourly rate for miscellaneous/additional services	107.00

Required date of provision of equipment ordered

## ■ Note

If you intend to connect your own WiFi router / access points, please be sure to register those with form 6.7.

### Please note:

1. Connection technology RJ45.
2. A 230 V power supply is to be provided by the exhibitor.
3. It is essential for a sketch of the stand layout to be submitted (e.g. form 6.5) before services can be provided!
4. Internet services include flat rate.

Place / date

Company stamp and legally binding signature of exhibitor

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

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

### ■ Additional services, accessories for rent

Quantity	No.	Item no.	Service	EUR
	7.	37140	Additional fixed public IP address for Business Internet access	54.90
	8.	37141	24-port switch, max. 23 x ethernet / RJ45 connections possible	89.50
	9.	37142	Mini switch, max. 7 x ethernet / RJ45 connections possible	33.60

### ■ WiFi service, accessories for rent

Quantity	No.	Item no.	Service	EUR
	10.	37150	WiFi standard router for connection to existing Economy / Business Internet Access  Our WiFi router is limited to maximum 32 clients. If you need to accommodate a larger number of clients, simply contact us for an individual WiFi solution!	145.00

### ■ Miscellaneous

Quantity	No.	Item no.	Service	EUR
	11.	37501	Surcharge for late order placed 14 days prior to start of event or later	107.00
	12.	37502	Cancellation fee	107.00
	13.	37503	Flat charge for alterations	107.00
	14.	37504	Cost plus hourly rate for miscellaneous / additional services	107.00

Required date of provision of equipment ordered

### ■ Please note

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



37141 24 Port switch



37142 Mini switch



37150 WiFi standard router

Place / date

Company stamp and legally binding signature of exhibitor

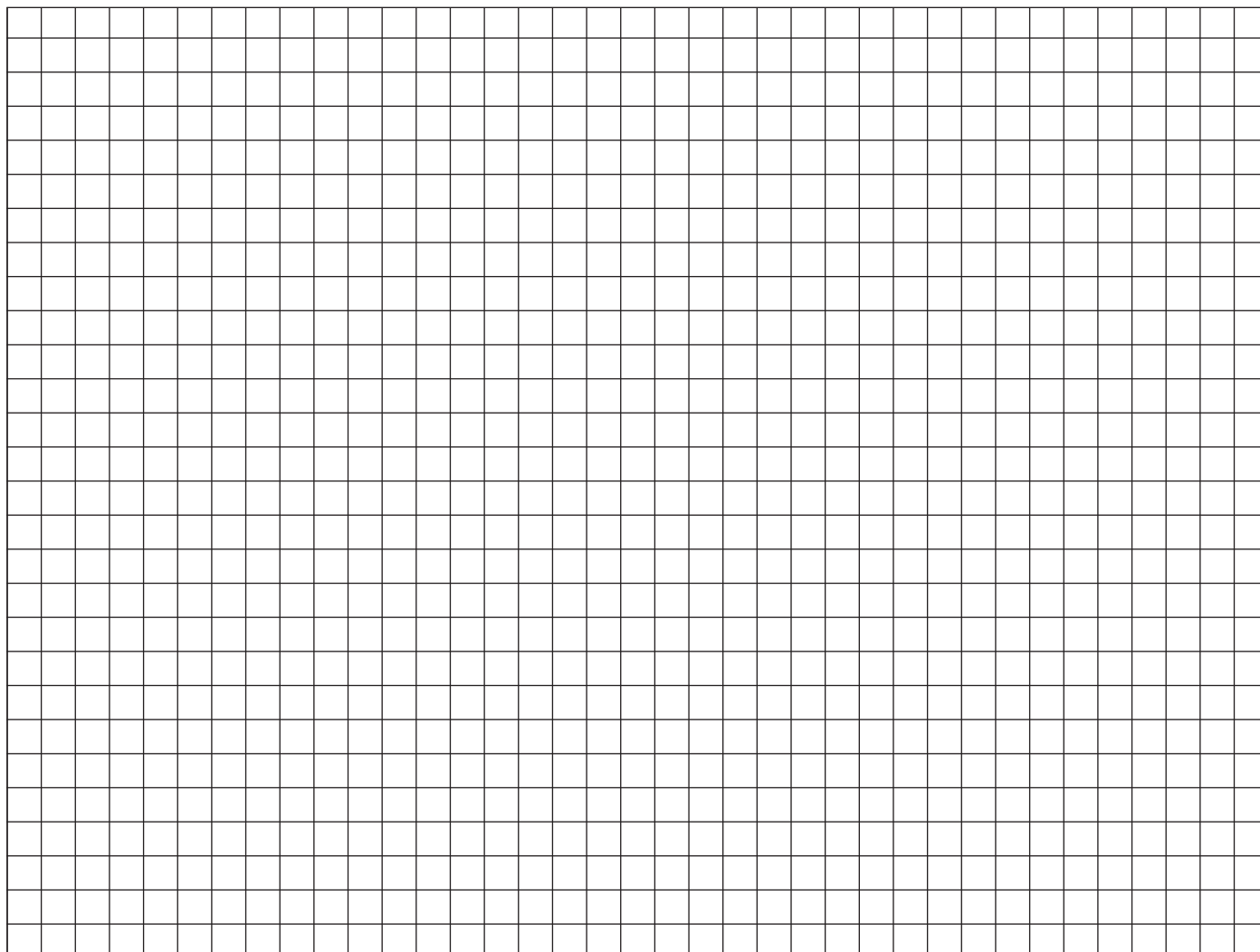


Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

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

■ Tel./Fax/... ▼ Internet

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



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

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

**Registration by no later than six weeks prior to the start of the event.**

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

## ■ Registration of exhibitor's own WiFi network

Quantity	Item No.	Description	EUR
	37151	<b>Registration of exhibitor's own WiFi network</b> The wireless channel is allocated by Messe München GmbH (one channel per registration)	166.00

Your details: ☐ 2.4 GHz ☐ 5 GHz

**Hardware manufacturer and model**

**SSID**  
(stand number name of exhibitor)\*

\* Please be sure to assign a correct SSID, no special characters and max. 30 characters (ensure correct use of small and capital letters)

Please send the WiFi channel information by e-mail to:

**Alternatively:** If you are not necessarily dependent on your own dedicated WiFi router, we recommend that you obtain the WiFi router from Messe München GmbH (item 37150 via order form 6.2.3. or through the Exhibitor Shop).

Requirements deviating from those set out here can be processed on request only!

## ■ Important notes

Messe München GmbH will check on site whether the installation and transmission power of the exhibitor's own router complies with regulatory requirements. Please take note of the information set out in the notice "Exhibitor's Own WiFi Network" as well as the following provision:

**The guide value for the transmission power of your own WiFi system is maximum 13 dBm. The receive level of your WiFi system may not exceed -80 dBm at the booth perimeter.**

**Only fully completed forms will be processed!**

Place / date

Company stamp and legally binding signature of exhibitor

Dear Exhibitor,

Mobile access to the Internet is state-of-the art in modern-day communications—WiFi networks are an indispensable technology for wireless data transmission. Accordingly, we endeavor to ensure a good WiFi service throughout the exhibition center.

This notice informs you about the requirements for operating your own WiFi network at the exhibition center. They are intended to ensure the trouble-free operation of WiFi systems without interference.

Much like on the road, it is necessary to formulate some rules for WiFi service, so that every wireless traffic participant reaches his destination with maximum efficiency and without defects in his system. These rules apply to WiFi networks that you install yourself for use at your booth or for mobile applications.

**We kindly ask you to observe these rules, also in your own interest.**

WiFi systems use a common medium which is limited by physical conditions—the propagation of electromagnetic waves in the air. These waves may overlap and interfere with each other, with the result that ultimately, none of the signals reach the receivers in the quality required.

To keep with the image of road traffic: WiFi networks spread out like cars on a multi-lane freeway. It makes sense that road users each use one lane and adhere to the traffic regulations.

Traffic congestion results if too many cars are out on the freeway simultaneously; violation of the rules leads to accidents or stop-and-go traffic.

For operation purposes at exhibitions, the quality of a WiFi network depends to a large extent on various factors such as the number of persons, exhibits and stand structures. In conclusion, we would like to point out that traffic in WiFi networks is just as unpredictable as on our freeways.

**If you have any questions or need technical support, please don't hesitate to contact Messe München's Technical Exhibition Services Division.**

In case it is essential that your booth or your exhibits be provided with a guaranteed bandwidth, wired access to the data network is still the best option!  
**If you are not necessarily dependent on your own dedicated WiFi router, we recommend that you obtain the WiFi router from Messe München GmbH (item 37150 via order form 6.2.3. or through the Exhibitor Shop).**

## ■ Important information

Messe München GmbH does not assume any liability for your safety on the Internet. You are responsible for your own data security, including for virus-protection! It is moreover your responsibility that no rights of Messe München GmbH or third parties are violated in the use of wireless communications. In the event of an attack on the function of the network or other attacks, as well as in the event of a violation of rights of Messe München GmbH or third parties, we reserve the right to disable the respective connection either temporarily or on a permanent basis!

If, during an event, local failures should occur in the hotspot or the WiFi services of Messe München GmbH or of other participants in the exhibition network, which are due to a faulty or negligent configuration of a customer's hotspot, Messe München GmbH is entitled to take the customer hotspot off the network or to arrange for its deinstallation.

Messe München hereby explicitly points out that the operation of a customer WiFi network is exclusively at the risk of the exhibitor. Messe München does not provide any guarantee of interference-free reception. The customer indemnifies and holds harmless Messe München GmbH from all claims of third parties which are asserted against Messe München GmbH due to an unlawful use of the customer connection.

## ■ Messe München GmbH requirements

- At the exhibition center, WiFi networks in accordance with standards IEEE 802.11a, IEEE 802.11n, IEEE 802.11g and **IEEE802.11ac** are used. When installing your own WiFi network, please make sure not to compromise the function of the Messe München GmbH in-house WiFi system.
- Set your WiFi system to the channel assigned to you.
- The guide value for the transmission power of your own WiFi system is maximum 13 dBm. The receive level of your WiFi system may not exceed –80 dBm at the booth perimeter. Needless to say, the location of the WiFi system on your booth will have an impact on how strong the signal still is at the booth perimeters.
- **Channel bonding is not permitted.**
- You can select these settings in the configuration menu of your WiFi system. Should you use other transmitters in your exhibits, please notify us in good time. The provisions specified apply likewise to WiFi transmitters in exhibits.

## ■ Important note

**Infringement may result in claims for damages of the organizer or the affected neighboring exhibitors. The WiFi hardware to be installed has to comply with guidelines for radio communications networks in effect in Europe. Whether the hardware used meets the above guidelines should be determined from the documentation supplied by the manufacturer of the device.**

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

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

## ■ Stand cleaning

Stand area/m<sup>2</sup> \_\_\_\_\_

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

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

For the duration of the event

- ☐ Yes
- ☐ No, only on the following days \_\_\_\_\_

Prices stand cleaning:

- Initial cleaning at end of setup: EUR 1.97/m<sup>2</sup> (item 30860)
  - Each further cleaning: EUR 0.81/m<sup>2</sup> per cleaning (item 30861)
- All prices quoted are net and subject to statutory value-added tax.

## ■ Related services including consulting

Stand area/m<sup>2</sup> \_\_\_\_\_

The cleaning contractor appointed by Messe München would be pleased to advise you on site and provide you a personalized offer for special and additional services.

Please checkmark	Item no.	Description	EUR
<input type="checkbox"/> daily	30862	Cleaning of furniture, display cases, doors, partition walls and door frames; cleaning of glass; cleaning of exhibits, vehicles; removing heel marks and other cleaning work	36.82/hour
<input type="checkbox"/> one-time	30863	Cutting of plastic sheeting	0.65/m <sup>2</sup>
	30864	Cutting of plastic sheeting incl. cleaning of flooring areas	1.11/m <sup>2</sup>
	30865	Special cleaning of stand after stand party	Surcharge of 0.76/m <sup>2</sup>

Appointment on stand for consultation on (date/time) \_\_\_\_\_ Contact person/Mobile phone no. \_\_\_\_\_

## ■ Important

Any orders submitted later than two calendar days prior to the commencement of the event are subject to a late order surcharge of 25% of the of the invoice value of cleaning services (item 30866).

Gross exhibition space is the basis of calculation. Should any cleaning be required in lockable areas (e.g. booths, cubicles, etc.), the cleaning contractor appointed by Messe München GmbH must be supplied with the appropriate keys. In such cases, kindly arrange an appointment with the relevant cleaning contractor in good time for handing over the keys. The exhibitor must have an electrical supply available on the stand for usage by the cleaning staff.

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

Any complaints must be lodged with the cleaning contractor appointed by Messe München GmbH by 10:00 on the day after execution of work. Later complaints cannot be considered.

Messe München GmbH will appoint one of the two cleaning contractors mentioned below pursuant to the hall area of competence below to render the services ordered on behalf of Messe München GmbH:

**Herrmann & Schmidt - Dienstleistungen**  
Willy-Brandt-Allee 9 | 81829 München | Germany  
Tel. +49 89 949-24700 | Fax +49 89 949-24707  
orders@standreinigung.de | www.standreinigung.de  
ICM, Halls A1–A3, B0–B3, C1–C3, West Entrance, outdoor exhibition area FN

**dias Gebäudemanagement GmbH**  
Willy-Brandt-Allee 9 | 81829 München | Deutschland  
Tel. +49 89 949-24940 | Fax +49 89 949-24941  
muenchen.messe@dias-service.de | www.dias-service.de  
Halls A4–A6, B4–B6, C4–C6, East and North Entrance, outdoor exhibition area FM, FS.



Service quality tested as a service partner of Messe München



Service quality tested as a service partner of Messe München

Place / date

Company stamp and legally binding signature of exhibitor

## ■ GENERAL TERMS OF BUSINESS for Rendering Cleaning Services

### § 1 Area of application

1. The order will be executed on the basis of these General Terms of Business. Messe München GmbH's General Terms of Contract for Exhibitor Services apply additionally and are also a constituent part of the contract.
2. Any of the customer's General Terms of Business conflicting with, deviating from or supplementing the above only become a constituent part of the contract when and insofar as Messe München GmbH has explicitly approved their validity. The approval requirement applies in all cases, notably when the cleaning contractor appointed by Messe München GmbH unconditionally executes the customer's order in the knowledge of conflicting or deviating terms of the customer. All supplementary agreements and ancillary undertakings must be agreed in writing.

### § 2 Nature and scope of the service

1. Service extensions are only valid if they are stipulated in terms of nature and scope by persons authorized to do so in writing or exceptionally by word of mouth.
2. An order is deemed to have been placed when the cleaning contractor appointed by Messe München GmbH commences with execution of the order with the customer's knowledge prior to agreement on all points of the order concerned and without any objection on the customer's part.
3. The customer is obliged to take all material and organizational measures necessary to ensure that the services can be rendered in an unrestricted and proper manner. Any extra expense incurred by way of the customer's duty to assist is payable by the customer. The customer is obliged in this respect to provide the employees and agents of the cleaning contractor appointed by Messe München GmbH with unrestricted access to the areas to be cleaned, lighting and power connections for a sufficiently long period prior to and after the event. Should the areas to be cleaned be located within lockable areas (e.g. booths, cubicles), the relevant keys are to be handed over to the cleaning contractor appointed by Messe München GmbH one day prior to the start of the event. Should the customer be unable to fulfill his duty to assist or should he hinder execution of the services ordered, Messe München GmbH is entitled to claim performance in full.
4. If certain detergents and/or operating resources are prescribed by the customer, the latter is to make them available to the cleaning contractor appointed by Messe München GmbH on site free of charge. Should Messe München GmbH or the cleaning contractor appointed by it be asked to provide the operating resources prescribed by the customer, they will be billed to the customer, insofar as they are not a constituent part of the order concerned, at the selling price of the supplier of the cleaning contractor appointed by Messe München GmbH pursuant to the former's price list valid at the given time, plus an administrative and handling flat charge of 20%. The customer assumes liability for the suitability, technical functionality and safety of the operating resources he prescribes. Messe München GmbH and/or the cleaning contractor appointed by it have no duty of verification in this respect.
5. For the purpose of proper service provision, the customer is to ensure that the areas to be cleaned are in a reasonable and notably not unduly soiled state. Insofar as negative and not merely insignificant deviations from this reasonable state impede service provision and/or incur enhanced expense, Messe München GmbH is entitled to increase contractual remuneration appropriately.
6. Service provision is limited to the services stated on the Stand Cleaning order / on-line form. Additional services are to be clarified on site with an employee of the cleaning contractor appointed by Messe München GmbH authorized to do so at an appointment for consultation to be decided and set out in writing. No separate order confirmation is required for these additional services.
7. Any operator responsibility remains with the customer. The customer is entitled to issue instructions to a normal and reasonable extent vis-à-vis the cleaning staff of the cleaning contractor appointed by Messe München GmbH. The customer is responsible for any instructions he issues. The customer is not entitled to issue instructions to agents of the cleaning contractor appointed by Messe München GmbH; such instructions may only be issued vis-à-vis the cleaning contractor appointed by Messe München GmbH.
8. The cleaning contractor appointed by Messe München GmbH is the contact for services ordered as well as for complaints and claims.

### § 3 Subcontracting of services

1. Messe München GmbH and the cleaning contractor appointed by it are entitled to appoint third parties for service provision and subcontract the order in full or

in part, insofar as such interests of the customer as are worthy of protection are not impaired by this.

2. All declarations issued by the cleaning contractor appointed by Messe München GmbH or its agents vis-à-vis the customer within the framework of this contract are deemed to have been issued by Messe München GmbH. All declarations issued by the customer vis-à-vis the cleaning contractor appointed by Messe München GmbH or its agents are deemed to have been issued vis-à-vis Messe München GmbH.

### § 4 Acceptance and warranty

1. The work executed by the cleaning contractor appointed by Messe München GmbH is to be checked by the customer immediately after it has been completed. Any complaints are to be reported to the cleaning contractor appointed by Messe München GmbH without delay but no later than 10:00 on the day after its execution, whereby the location, nature and extent of the defect are to be described precisely. Any complaints received later cannot be considered.
2. Should complaints be lodged justifiably by the customer concerning contractually agreed services, the cleaning contractor appointed by Messe München GmbH is obliged to render subsequent performance. No warranty will be assumed for defects and damage attributable to the customer withholding important information on the nature and characteristics of the areas and objects to be cleaned from the cleaning contractor appointed by Messe München GmbH. The same applies if the customer fails to take adequate measures with regard to the accessibility and/or reachability of the areas to be cleaned.
3. Should complaints about contractually agreed services be lodged justifiably by the customer, the cleaning contractor appointed by Messe München GmbH is entitled to render subsequent performance. The customer's claims based on complaints attributable to the customer withholding important information on the nature and characteristics of the areas and objects to be cleaned from the cleaning contractor appointed by Messe München GmbH that the contractor must not necessarily be aware of may not be asserted. The same applies if the customer fails to take adequate measures with regard to the accessibility and/or reachability of the areas to be cleaned.
4. If the defects cannot be rectified or the cleaning contractor appointed by Messe München GmbH cannot reasonably be expected to attempt subsequent performance a second time, the customer may reduce remuneration or cancel the contract or withdraw from same. The customer is not entitled to cancel the contract for merely minor contractual violations. The customer's claims for compensation and/or reimbursement of futile expense may only be asserted pursuant to § 8 and are otherwise ruled out.

### § 5 Measurements

1. The measurements on which the invoice is based are to be determined pursuant to the guidelines for contract placement and billing issued by the German Association of the Building Cleaning Trade in the version valid at the given time.
2. If the customer does not object to measurements specified without delay, the measurements are deemed to have been accepted.
3. Should one of the contracting parties establish that the measurements on which the invoice is based are incorrect, the new measurements determined jointly by the customer and the cleaning contractor appointed by Messe München GmbH only apply to future invoices. Reimbursements or additional claims for the past are ruled out.

### § 6 Liability

1. Messe München GmbH is liable for willful or grossly negligent behavior in accordance with statutory regulations. Its obligation to pay compensation is limited to such damage as occurs typically and is foreseeable.
2. For such damage as is verifiably attributable to cleaning services, Messe München GmbH is liable within the scope of the liability insurance taken out by the cleaning contractor appointed by Messe München GmbH, but only to a maximum amount of EUR 100,000 per claim. Proof of insurance coverage is to be provided to the customer at the latter's request. No liability is assumed for such damage as is not reported without delay to the cleaning contractor appointed by Messe München GmbH.
3. Statutory regulations apply in the case of harm to life, body or health.
4. No liability is assumed for the negligent breach of non-material contractual duties.

5. The limitation of liability also applies in favor of the employees of Messe München GmbH and the cleaning contractor appointed by it as well as the latter's agents and subcontractors.
6. Liability for indirect or direct consequential damage and damage due to lost profit is ruled out.

**§ 7 Force majeure**

Should it be impossible for the cleaning contractor appointed by Messe München GmbH to provide a service due to force majeure notably as a result of raw material, energy and labor shortages, labor disputes, serious transport disruptions, non-culpable or unforeseeable operational disruptions, regulatory measures that are not attributable to it, pandemics or other events beyond its control, there is no obligation to provide the service for as long as the hindrance to service provision lasts and providing the cleaning contractor appointed by Messe München GmbH has informed the customer of this in writing in good time.



## ■ Waste Disposal Fee

A mandatory flat-rate fee will be levied for waste disposal. This covers the removal and disposal of waste generated by the exhibitor during setup and dismantling and at his booth throughout the event duration. The disposal of production waste, entire stand elements and complete exhibition stands is not covered by this fee. For the fee-based disposal of the aforementioned waste, we ask you to contact our disposal service provider Remondis at telephone +49 89 949 24730.

Further regulations regarding waste disposal are set out in the Technical Guidelines, item 6.1.

## Return to:

Messe München GmbH  
Traffic and Security  
Messegelände | 81823 München | Germany  
vs@messe-muenchen.de

## For any queries, contact:

APCOA PARKING Deutschland GmbH  
Tel.: +49 89 949-28130

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode





Tel. with area code and ext.

Fax with area code and ext.

The aforementioned exhibitor herewith places the following irrevocable order for the rental of parking spaces for the above trade show, subject to the terms and conditions of business detailed on page 2. Orders in the name of co-exhibitors are not possible.

## Cars/Vans

In the event of parking spaces not being available at all or only in part in the preferred location, the order is deemed to have been placed for parking spaces in such locations as are available irrespective of whether an increase or decrease in the rental charge is payable as a result.

Number of vehicles	Item no.	Description	EUR <sup>1)</sup>
	40474 	Long-term parking permit for the exhibition center parking garage (Paul-Henri-Spaak-Straße, maximum headroom 2 m)	12.61 <sup>1)</sup>
	40475 	Long-term parking permit for outdoor parking area	8.40 <sup>1)</sup>
	40472 	Day voucher for the exhibition center parking garage (Paul-Henri-Spaak-Straße, maximum headroom 2 m)	12.61 <sup>2)</sup>
	40473 	Day voucher for outdoor parking area (only valid for visitor parking)	8.40 <sup>2)</sup>




<sup>1)</sup> Price per day per parking space (for the duration of the exhibition)

<sup>2)</sup> Price per parking space

The day parking voucher (visitors, customers or staff) is to be used as a means of payment at the cash desk or the pay machine.

## Vans/Trucks/Trailers

Parking category requested (subject to max. permissible vehicle weight in accordance with the German Highway Code), price per parking space for the entire duration of the fair

Number of vehicles	Item no.	Description	EUR/unit <sup>1)</sup>
	40476 	Parking category A up to 3.5 t (or trailer)	64.71
	40477 	Parking category B 3.6 to 7.5 t	105.88
	40478 	Parking category C over 7.5 t	164.71

<sup>1)</sup> all prices plus VAT

## Requested form of supply / Dispatch of parking permits

- ☐ Dispatch by letter (for dispatch deadlines and dispatch risk, see terms and conditions of parking, parking fees, cause 5)
- ☐ Collection on site (see parking services in the Traffic Guide)
- ☐ Via registered letter / supply upon payment of enhanced handling fee of EUR 5.79 (item no. 40579).

In the event of fewer parking permits being available than the total number requested, the order is deemed to have been placed for the number of available permits.

Initial shipment of permits will be made at the earliest six weeks prior to the event and no later than

- within Germany 7 days prior to the event
- within Europe 14 days prior to the event
- within the rest of the world 28 days prior to the event

Collection on site at the parking services counter only after the dispatch deadline has elapsed (see Traffic Guide).

## Inquiries to:

APCOA PARKING Deutschland GmbH  
Tel.: +49 89 949-28130

Payment is due to Messe München GmbH upon receipt of final invoice.

Place / date

Company stamp and legally binding signature of exhibitor

## ■ Terms & Conditions of Parking for Exhibitors

### ■ Rental contract—Office responsible for data protection

1. The object of this contract is the renting of parking spaces to the exhibitor (renter) in a multi-storey parking garage or other parking facility in the outdoor exhibition area of Messe München GmbH.
2. The contract comes about via the order placed by the renter and its acceptance by Messe München GmbH, whose acceptance can also take the form of the dispatch of the parking permits or the depositing of same for collection by the renter.
3. Guarding, supervision, safe custody and the provision of insurance protection are not objects of this contract. Even if the relevant personnel is present in the parking facility or the parking facility is observed with optical-electronic equipment (video surveillance), this is not connected with any assumption of safe-keeping duties or liability, above all not in respect of theft or damage. As far as video surveillance is concerned, the office responsible for this as defined by the BDSG (German Data Protection Act) is Messe München GmbH, Data Protection Officer, Messegelände, 81823 München, Germany, Tel. +49 89 949-20040, [datenschutz@messe-muenchen.de](mailto:datenschutz@messe-muenchen.de).

### ■ Parking fees—Rental period—Opening hours—Parking permits

1. The renting of parking spaces is only possible for the entire duration or for one day of the trade fair quoted in the order form (rental period). Entrance and exit are only possible during the opening hours indicated on site.
2. The renter has no claim to a specific parking space or a parking space in a specific parking facility.
3. The rental charge (parking fee) is determined by the number of days and the rental charge per parking space quoted in the order form.
4. The renter receives a non-transferable parking permit (code card or other authorized permit) for the rental period per rented parking space, which entitles the user to access the parking facility. The given holder of the parking permit is also entitled to use the given vehicle; Messe München GmbH is authorized but not obliged to verify this entitlement.  
The parking permit is—insofar as it is not a code card—to be placed inside the front windscreen in an easily readable position or—in the case of trucks/trailers—to be stuck on to the vehicle. The renter is advised to treat the parking permit with great care as the replacement of any lost permit is excluded.
5. In the event of the parking permits being dispatched at the request of the renter, the risk of loss of the given parking permits is transferred to the renter upon the supply of same to the dispatch company. Neither Messe München GmbH nor its contractual partner for the parking facilities assume any liability for the late receipt of parking permits (i.e. after commencement of the trade fair) if the parking permits were verifiably supplied to the dispatch company no later than 7 days within Germany, 14 days within the EU and 28 days outside the EU prior to the commencement of the trade fair.

### ■ Terms of usage

1. Vehicles may only be parked within the parking facility and on designated parking spaces. Should parking attendants be present, the renter is to park in the parking space he or she is allocated. If parking spaces are reserved for renters with special authorization (e.g. parking space reservations, handicapped persons), the renter is required to show this entitlement if asked to do so.
2. Vehicles may be driven no faster than walking pace in the parking facility.
3. In the parking facility, the following are not allowed:
  - the storage of objects and waste, notably fuels and flammable objects as well as empty fuel containers,
  - the disturbing of persons in the vicinity via the unnecessary running of engines and honking of vehicle horns,
  - the parking of vehicles with leaky fuel, oil, cooling water or air-conditioning tanks or of vehicles in an otherwise unfit state,
  - the usage of the parking facility for anything other than parking a vehicle, above all for camping purposes,
  - the repair or servicing of vehicles,
  - the polluting of the parking facility, notably by way of cleaning the vehicle, discharging radiator water, fuel or oil,
  - usage of roadways including entrances and exits by pedestrians unless no walkway or hard shoulder is available,
  - smoking and usage of fire,
  - the usage of bicycles, mopeds, inline skates, skateboards and other vehicles or similar equipment or parking of same in the parking facility,
  - the parking of such vehicles as require but do not have police authorization

- the affixing or distribution of company signs, flags, business cards or other promotional material.
4. In all other respects, the renter must abide by Messe München GmbH's house and usage rules, observe the instructions given by the relevant personnel as well as complying with the traffic signs and other signs on site.
  5. For all other purposes, the provisions of the German Highway Code apply accordingly.

### ■ Liability of Messe München GmbH—Excess—Exclusion periods

1. Messe München GmbH is liable for any personal damage (damage to life, body and health) which is attributable to a breach of duty for which Messe München GmbH, its legal representatives or its agents are responsible as well as for any other damage attributable to a wilful or grossly negligent breach of essential duties by Messe München GmbH, its legal representatives or its agents. Moreover, Messe München GmbH assumes liability merely for other damage attributable to the negligent breach of essential duties by Messe München GmbH, its legal representatives or its agents. In such cases, Messe München GmbH is only liable if the damage concerned is of a typical and not consequential nature and only up to an amount equivalent to the five-fold sum of the rental charge; this limitation of liability only applies vis-à-vis companies, legal entities subject to public law and special funds subject to public law.
2. Prior to leaving the parking facility, the renter is obliged to immediately notify the relevant personnel via the designated (emergency) intercom on the pay machine, exit facility or entrance gate of any obvious damage to his or her vehicle, and to give the staff concerned the opportunity of examining it. Should this be impossible or unreasonable for the renter, notification must be made in written form to Messe München GmbH within 14 days of the damage being incurred. In the case of damage being incurred that is not obvious, notification must be made in writing within 14 days of the damage being discovered (exclusion period). Should the renter violate his or her notification obligation as per the above section 1, all claims for compensation on the part of the renter are excluded unless the renter is not responsible for the violation concerned. This exclusion of liability does not apply if the renter incurs personal damage or the damage is attributable to Messe München GmbH's grossly negligent or wilful behaviour.
3. The above items 1 and 2 apply irrespectively of whether Messe München GmbH's liability arises from the rental contract or other legal grounds.

### ■ Liability of the renter

The renter assumes the liability for all damage incurred by Messe München GmbH or any third parties caused by his culpable behaviour or by that of his employees or persons accompanying him. Moreover, he assumes liability for any culpable soiling or polluting of the parking facility on his part.

### ■ End of contract—Termination—Cancellation—Clearance

1. The contract ends at the same time as the end of the last day of the trade fair designated in the order form.
2. Either party is entitled to terminate the contract for good reason without giving notice. A good reason for Messe München GmbH is above all given if the renter repeatedly violates the terms of usage, despite being reminded of his duties in this respect, unless the renter is not responsible for the violation concerned.
3. Cancellation of contract on the part of the renter is only admissible if the declaration of cancellation is received at the very latest by 12:00 on the first day of the trade fair. Reimbursement of the rental fee depends on the prior return of the parking permits.
4. In the case of the violation of the terms of usage or its property rights, Messe München GmbH is entitled to have the vehicle towed away at the renter's expense. Messe München GmbH is further entitled to remove the vehicle from the parking facility in the case of imminent danger.

### ■ Place of jurisdiction

Insofar as the contracting parties are traders, legal entities under public law or special funds under public law, or at least one of the contracting parties has no general place of jurisdiction in the Federal Republic of Germany, or moves its domicile or usual place of residence out of the Federal Republic of Germany after the conclusion of contract, or in the case of whom its domicile or personal place of residence is unknown at the time legal action is taken, Munich is the agreed place of jurisdiction for all legal disputes arising from this contract. Alternatively, Messe München GmbH is also entitled to assert its claims vis-à-vis the other contracting party with such court as is competent for the place in which the other contracting party has its registered office or branch office.

## Return to:

Münchner Verkehrsgesellschaft mbH (MVG)  
MVG Großkundenvertrieb  
Emmy-Noether-Straße 2 | 80287 München | Germany  
Tel. +49 89 2191-2333/2331 | Fax +49 89 2191-2391  
Grosskundenservice@mvg.swm.de

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

## ■ Ordering Munich public transport (MVV) tickets

Quantity	Ticket	EUR/ticket	EUR in total
	Single Day Ticket, zone M	8.20	
	Single Day Ticket, zones M – 5	13.70	
	Group Day Ticket, zone M	15.60	
	Group Day Ticket, zones M – 5	25.70	
	IsarCard Weekly Ticket, zone M Valid from: _____	18.60	
	Congress Ticket, zone M, 2 days	11.90	
	Congress Ticket, zones M – 5, 2 days	19.90	
	Congress Ticket Extension Day, zone M	4.30	
	Congress Ticket Extension Day, zones M – 5	7.80	
	Flat shipping	10.00	

Zone M = covers the Munich city and certain surrounding areas incl. exhibition center

Zones M – 5 = cover the inner and outer Munich districts, incl. airport

### Minimum purchase quantity:

50 tickets for Congress Ticket

5 tickets for Single Day Ticket

5 tickets for Weekly Ticket

Orders for MVV tickets must be placed no later than three weeks prior to the commencement of the event with the following office:

Grosskundenvertrieb der Münchner Verkehrsgesellschaft (MVG)  
Emmy-Noether-Straße 2, 80287 München, Germany,  
Tel. +49 89 2191-2333/2331, Fax +49 89 2191-2391,  
E-mail: Grosskundenservice@mvg.swm.de

### Collection / Delivery:

☐ Collection on

(Monday – Friday: 8:30 – 12:30)

☐ Dispatch to the above address

☐ Dispatch to the following address:

### Remarks:

Place / date

Company stamp and legally binding signature of exhibitor

## ■ Terms governing the ordering and purchase of MVV tickets by major clients

### ■ Single Day Ticket

1. Single day tickets are available for purchase for zone M (whole of Munich city and certain surrounding areas) and for the area of validity covering zones M – 5 (incl. Munich Airport).
2. Within its validity in terms of zone and period, the single day ticket entitles the user to make as many journeys as he/she wishes on all Munich public transport (MVV) services.
3. Single day tickets are valid from the point in time of validation through to 06:00 on the following day.
4. Single day tickets must be validated upon commencement of the first journey.  
Zone M = Munich city incl. exhibition center and certain surrounding areas  
Zones M – 5 = Munich city and surrounding area incl. airport

### ■ Group Day Ticket

1. Single day tickets are available for purchase for zone M (whole of Munich city and certain surrounding areas) and for the area of validity covering zones M – 5 (incl. Munich Airport).
2. Within its validity in terms of zone and period, the group day ticket entitles up to five adults to make as many journeys as they wish on all Munich public transport (MVV) services.
3. Group day tickets are valid from the point in time of validation through to 06:00 on the following day.
4. Group day tickets must be validated upon commencement of the first journey.  
Zone M = Munich city incl. exhibition center and certain surrounding areas  
Zones M – 5 = Munich city and surrounding area incl. airport

### ■ IsarCard Weekly Ticket

1. The IsarCard weekly ticket entitles the user to make as many journeys with as many breaks and changes as he/she wishes within the circles indicated on the ticket.
2. The price is based on the number of contiguous fare zones traveled (e.g. zone M for an area of validity covering the whole city incl. the exhibition center and certain areas surrounding Munich).
3. The IsarCard weekly ticket is principally transferable, but can be used by one person only.
4. The IsarCard weekly ticket is valid for seven consecutive days. In addition, it is valid beyond the last day of validity until 12:00 of the following day. Example: if your weekly ticket starts on a Wednesday, your ticket will be valid until 12:00 on Wednesday of the following week.
5. The IsarCard weekly ticket does not have to be validated upon commencement of the first journey.  
Zone M = Munich city incl. exhibition center and certain surrounding areas  
Zones M – 5 = Munich city and surrounding area incl. airport

### ■ Congress Ticket

1. Special MVV Congress Tickets are available for purchase, namely  
– for zone M and zones M – 5 (incl. Munich Airport)  
– for various periods (min. two days).
2. Within its validity in terms of fare zone and period, the Congress Ticket entitles the user to make as many journeys as he/she wishes on all Munich public transport (MVV) services.
3. The Congress Ticket is an offer for participants in congresses, conferences, seminars, meetings and similar events. **Conditional upon a minimum of 50 tickets being purchased** for the event concerned, it can be obtained by organizers—including their contractors—of the aforementioned events.  
The tickets may only be distributed to participants in such events and to the persons accompanying them. The direct purchase of Congress Tickets by participants in the event is not possible.
4. Three children (aged 0–14) can travel with the holder of one ticket free of charge.
5. The Congress Ticket must be validated upon commencing the first journey. The time of validation marks the commencement of the period of validity. From this point in time, the Congress Ticket is valid for use on consecutive days for the number of days stated on it and through to 6:00 on the following day.

6. The Congress Extension Day Ticket, which must likewise be validated upon commencement of the first journey, is valid for use from the point in time of validation through to 06:00 on the following day. The Congress Extension Day Ticket is only valid for use in conjunction with the Congress Ticket, for which it was purchased as a supplement and upgrades the latter's period of validity by one day for zones M respectively M – 5 (including the journey to the airport).

### ■ Information for ordering / paying for Munich public transport (MVV) tickets

1. For orders from Germany, payment is to be made upon receipt of the tickets together with the invoice. Should there be no longstanding relationship with the customer, MVG's sales office for major clients may request payment to be made prior to delivery of the tickets.
2. For orders from other countries, payment is to be made by way of bank transfer. The bank transfer costs are payable by the ordering party. However, please wait until you receive the separate invoice issued by MVG Munich Public Transport Company before making payment.

**Name of bank:** HypoVereinsbank München  
**Bank code:** 700 202 70  
**Account number of bank:** 91 600  
**Recipient of payment:** Münchner Verkehrsgesellschaft (MVG)  
**BIC:** HYVEDEMMXXX  
**IBAN:** DE33 7002 0270 0000 0916 00  
**Currency:** Euro  
**Address of bank:** Kardinal-Faulhaber-Str. 14  
**City in which bank is located:** München  
**Postcode of bank:** 80333  
**Country in which bank is located:** Deutschland

3. The ticket dispatch costs are payable by the ordering party (e.g. cost for insured registered parcel, a global flat shipping of EUR 10.00).
4. The ordering party may return IsarCard weekly tickets, but must do so prior to the start of the period of validity. No return is possible after the start of the period of validity.
5. For foreign customers tax exemption, refer to German VAT taxation articles 193 MwStSystRL and 48 MwStSystRL.
6. No net invoice referring to a reverse charge arrangement may be issued.

### ■ Contact for ordering Munich public transport (MVV) tickets for major clients

Großkundenvertrieb der Münchner Verkehrsgesellschaft (MVG)  
 Emmy-Noether-Straße 2, 80287 München, Germany  
 Tel. +49 89 2191-2333/2331, Fax +49 89 2191-2391,  
 E-mail: Grosskundenservice@mvv.swm.de

**Opening hours:**  
 Mon.–Fri. 08:30–12:30

#### **How to get to the collection point for tickets**

- underground train U 1 to Westfriedhof station, then approx. 5 minutes walk
- trams 20/21 to Borstei stop, then approx. 5 minutes walk.

MVG's sales office for major clients (MVG Großkundenvertrieb) is located in building section C, 4th floor, room 59.

All MVV ticket prices include value-added tax at the reduced rate of 7% (pursuant to §12 sect. 2 subsection 10 UStG 1967).

For all other purposes, the conveyance of persons on Munich public transport (MVV) services is subject to the terms of the MVV public transport tariff in the version valid at the given time, details of which can be found at  
<http://www.mvv-muenchen.de/de/tickets-preise/befoerderungsbestimmungen/index.html>.

**Return to:**

Messe München GmbH  
Abteilung Verkehr und Sicherheit  
Messegelände | 81823 München | Germany  
vs@messe-muenchen.de



Service quality tested  
as a service partner of  
Messe München

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

We hereby order—in the name and for account of the registered main exhibitor—the following stand security services at the dates and times set out below subject to acceptance of the terms of contract on page 2. Orders in the name of co-exhibitors are not possible.

Category 1: Part No. 30690	EUR/hour	Category 2: Part No. 30691	EUR/hour
Special stand security services provided by qualified security personnel (primarily at night)	34.00 <sup>1)</sup>	Special stand security services provided by qualified security personnel with additional training (day and night service, daytime staff dressed in civilian business clothes on request)	35.70 <sup>1)</sup>

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

Security services commence at the point in time ordered and generally end when the stand setup/dismantling staff arrive. Should security services be required to end irrespective of when the stand setup/dismantling staff arrive, please enter the date and time required in the "End of stand security period" column. The minimum period of deployment charged for each guard and each individual duty call is 4.5 hours. No surcharges are raised for work on Sundays, public holidays or at night, but are raised for short-notice orders (see page 2). Amendments to the order must be made in text form.

Security services are provided exclusively by the company Veranstaltungsdienst Paul Mayr GmbH & Co. KG, Poccistraße 8, 80336 Munich. Neither the exhibitor nor any other companies may provide security services. The company Veranstaltungsdienst Paul Mayr GmbH & Co. KG, tel.: +49 89 949 24500; e-mail: info@vd-mayr.de is your contact for the services ordered as well as for any complaints and claims relating to our services.

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

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

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

Name \_\_\_\_\_ Mobile phone. no. \_\_\_\_\_

Place / date

Company stamp and legally binding signature of exhibitor



## ■ Surcharges

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

**8–0 days prior to start of stand security period: 25%, part no 30692**

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

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

## ■ General Terms of Business for Stand Security Services

- For the purposes of carrying out the orders we accept, only such persons as are reliable are deployed. All orders are carried out using our technical expertise and experience. Special requests and instructions from the customer must be made in writing, as must any subsequent changes to the agreements made.
- Complaints of any kind relating to the execution of a given order are to be submitted to the management of the company Veranstaltungsdienst Paul Mayr GmbH & Co. KG without delay so that corrective measures can be taken. Should the violations concerned be of such a significant nature that the purpose of the contract is put at risk, the customer is entitled to cancel the contractual relationship without notice, providing the management of the company Veranstaltungsdienst Paul Mayr GmbH & Co. KG has been notified in writing without delay and no corrective action is taken within the appropriate period of time set.
- In cases of force majeure, Messe München GmbH is entitled to interrupt or appropriately amend the execution of orders to the extent that their execution is not possible. The customer is not obliged to pay the respective charges during the period of interruption in the execution of the given order.
- The agreed remuneration is due without deduction immediately following completion of services rendered. In the case of cash collection services, the company is entitled to take the amount due to it by way of remuneration from the cash collected.
- No amounts due may be offset against the remuneration claims of the company nor is the customer entitled to assert his right to withhold payment to the extent that the claims concerned are neither undisputed nor court-approved.
- Any complaints or claims relating to our services must be reported immediately to the relevant supervisor or manager of the company Veranstaltungsdienst Paul Mayr GmbH & Co. KG, who processes them on behalf of Messe München GmbH. Reports received too late or after the contract has ended cannot normally be accepted or processed.
- Messe München GmbH is liable for wilful or grossly negligent behavior in accordance with statutory regulations. Its obligation to pay compensation is limited to such damage as occurs typically and is foreseeable. For such damage as is verifiably attributable to security services, Messe München GmbH is liable within the scope of the liability insurance taken out by the company Veranstaltungsdienst Paul Mayr GmbH & Co. KG. Concrete proof of insurance is to be provided to the customer at the latter's request. Statutory regulations apply in the case of harm to life, body or health. No liability is assumed for the negligent breach of non-essential contractual duties. The limitation of liability also applies in favor of the employees of Messe München GmbH and the company Veranstaltungsdienst Paul Mayr GmbH & Co. KG.
- The company Veranstaltungsdienst Paul Mayr GmbH & Co. KG has third-party liability insurance coverage with the following limits:
  - for damage to persons up to a maximum amount of EUR 2,000,000.
  - for damage to property up to a maximum amount of EUR 1,000,000.
  - for guarded items that are lost up to a maximum amount of EUR 500,000.
  - for financial losses up to a maximum amount of EUR 100,000.

The company Paul Mayr & Co. KG has undertaken vis-à-vis Messe München GmbH to maintain the coverage offered by its third-party liability insurance up to the limits detailed under points a) to d) and to provide evidence of the existence of the third-party liability insurance coverage if required to do so.
- Any right to claim against the company's third-party liability insurance lapses if the customer does not notify the company of it in writing without delay or, in cases where the given claim is rejected by the company or its insurance company, the claim is not legally asserted within a period of three months following its rejection.

- The customer may not himself employ personnel supplied by the company Veranstaltungsdienst Paul Mayr GmbH & Co. KG for similar purposes during the term of contract and for one year following the termination of contract.
- All declarations issued by the company Veranstaltungsdienst Paul Mayr GmbH & Co. KG vis-à-vis the customer within the scope of this contractual relationship are deemed to have been issued by Messe München GmbH. All declarations issued by the customer vis-à-vis the company Veranstaltungsdienst Paul Mayr GmbH & Co. KG within the scope of this contractual relationship are deemed to have been issued vis-à-vis Messe München GmbH.
- The contract in respect of execution of the given order is binding for the company from the point in time at which the customer receives written confirmation of order. Any contractual agreement that has been concluded also applies to any legal successors the customer may have.
- Messe München GmbH's General Terms of Contract for Exhibitor Services apply additionally and are also a constituent part of the contract.

### Special agreements

#### Additional terms of deployment A

- Messe München GmbH would like to draw the customers' attention to the fact that the liability amounts set out in Section 8 of the General Terms of Business for Stand Security Services apply only to such claims as are supposedly attributable to the gross negligence of the company management or senior staff. As a rule, no insurance coverage exists for the items to be guarded simply because security service staff is deployed.
- The customer is advised to take out insurance for the items to be guarded.
- In the case of special security contracts, Messe München GmbH expects the customer to ensure that particularly valuable items are not left open or unprotected in the area to be guarded, even if they are insured and security service staff is deployed; please take the necessary precautions. As far as exhibition stands are concerned, it is advisable to take the necessary steps to protect all goods and exhibits as far as possible – e.g. covering items, fixing them in place or fastening them together provides enhanced security. Under no circumstances should cash be left on the exhibition stand or in the area to be guarded, while any lockable rooms, cupboards, display cabinets and the like should be kept locked.

#### Additional terms of deployment B

- If required, the customer may give instructions to the security staff deployed on his stand by the company Veranstaltungsdienst Paul Mayr GmbH & Co. KG. Should several persons be deployed as security staff, the company Veranstaltungsdienst Paul Mayr GmbH & Co. KG will appoint a supervisor via whom the customer can issue his instructions.
- In your capacity as customer or organizer, your right to give instructions is accepted unquestioningly by the staff deployed by Veranstaltungsdienst Paul Mayr GmbH & Co. KG to the extent that the instructions concerned remain within normal, reasonable bounds. The customer shall bear full responsibility for the instructions given. Should several persons be deployed as security staff, the customer should only issue instructions to the supervisor appointed for the specific deployment by the company Veranstaltungsdienst Paul Mayr GmbH & Co. KG.
- The security staff deployed on the customer's stand by the company Veranstaltungsdienst Paul Mayr GmbH & Co. KG are instructed by us to do all they can to support the customer with ensuring compliance with the regulations laid down by the police, the local administration department, the police fire service, the youth welfare office and other relevant authorities. Neither Messe München GmbH nor the staff of Veranstaltungsdienst Paul Mayr GmbH & Co. KG can be held responsible for regulatory compliance.

#### Additional terms of deployment C

- Under these terms, the customer decides on the number of security service staff required and, as such, is responsible for deployment planning. Any problems in terms of the provision of service arising from insufficient numbers of security service staff are therefore not the responsibility of the security service company.
- The customer is solely responsible for compliance with and fulfilment of all conditions and regulations relevant to the venue of the given event.



## Contact and invoicing:

One of the accredited contractors of Messe München GmbH listed below

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

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

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

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

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

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

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

## Storage of goods / products

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

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

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

☐ I am not an entrepreneur as defined by the UStG.

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

☐ Invoice address if deviating from that above

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

Postcode / Town / Country

Place / date

Company stamp and legally binding signature of exhibitor

## ■ Conditions of Messe München GmbH's accredited forwarding agents

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

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

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

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

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

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

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

## ■ Explanations

1. Only packages that are actually empty can be designated and charged as **empties**. Packaging material must be made available on the stand, of suitable type for transport and if necessary bundled together. The price applies only for empties. No liability is accepted for full goods left with empties.

2. All empties / packaging must be marked with the address of the company, hall and stand number, otherwise correct return cannot be guaranteed.

3. The use of lifting vehicles and rental cranes is permitted only in connection with the official exhibition forwarding agents. In special cases, an additional agreement with the Technical Exhibition Services Division of Messe München GmbH is necessary.

**4. The information on page 1 of this form is absolutely essential for proper processing of your order. Please complete carefully.**

5. Separate order by fax is required if the above-mentioned lifting devices are to be used on several days.

## ■ Extract

Extract from the official list of charges raised by forwarding agents applicable to the Messe München Exhibition Center		EUR
3.0 t fork-lift truck	per hour	120.00
5.0 t fork-lift truck	per hour	130.00
30 t mobile crane	per hour	200.00
40 t mobile crane	per hour	215.00
Empties storage	per package and m³ or part thereof	47.50
Full load storage	per package and m³ or part thereof	66.50

(Subject to change)

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

## ■ Delivery of goods consignments

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

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

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

## ■ Overtime surcharges for staff

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

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

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

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

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

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

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

**Contact and invoicing:**




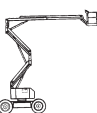
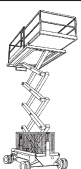
One of the accredited contractors  
of Messe München GmbH listed below



Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

**Recipient of invoice / performance (if different from exhibitor)**

Company	Ordering party – Name
Street / P.O. Box	Ordering party – Tel. / mobile with area code and ext.
County / Town / Postcode	Ordering party – E-mail
VAT-ID	Your reference / Order number

**We hereby order the following working platform(s):**

Type	Working height up to approx.	1–2 days**	from 3 days**	from 11 days**
<b>Material lift</b>				
	7.5 m	148.00	109.00	65.00
<b>Personnel Lift</b>				
	4.9 m	188.00	142.00	88.00
	9.4 m	169.00	130.00	81.00
	11.0 m	208.00	146.00	88.00
	13.0 m	235.00	164.00	101.00
<b>Articulated boomlift</b>				
	12.0 m	355.00	264.00	162.00
	16.0 m	474.00	367.00	224.00
	21.0 m	532.00	396.00	243.00
	28.0 m*	700.00	616.00	377.00
	40.0 m*	977.00	836.00	513.00
<b>Scissor-type platform, electric</b>				
	8.0 m	188.00	142.00	88.00
	10.0 m	222.00	182.00	111.00
	12.0 m	275.00	207.00	126.00
	14.0 m	320.00	259.00	159.00
	17.0 m*	366.00	318.00	196.00

Type	Working height up to approx.	1–2 days**	from 3 days**	from 11 days**
<b>Scissor-type platform, diesel-powered</b>				
	12.0 m*	321.00	231.00	142.00
	15.0 m*	366.00	274.00	168.00
	18.0 m*	489.00	407.00	250.00
	22.0 m*	566.00	472.00	291.00
	28.0 m*	801.00	737.00	453.00
<b>Boomlift</b>				
	16.0 m*	474.00	367.00	224.00
	20.0 m*	510.00	373.00	228.00
	23.0 m*	532.00	396.00	228.00
	28.0 m*	617.00	465.00	285.00
	40.0 m*	977.00	836.00	513.00
	43.0 m*	1,044.00	903.00	554.00
	48.0 m*	1,323.00	1,078.00	662.00

E = Electric D = Diesel DE = Bi-energy / hybrid

\* This equipment is only available as standard for events with outdoor area occupancy.

A transport surcharge of 2 x EUR 125.00 is raised for special bookings.

\*\* Rental price / EUR per day of consecutive rental period, plus VAT

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

☐ **mateco GmbH**  
 Stahlgruberring 21 | 81829 München  
 Tel. +49 89 6202197-0 | Fax +49 89 6202197-11  
 Mobile +49 175 5801329  
 muenchen-messe@mateco.de | www.mateco.de

☐ **Roggermaier GmbH**  
 Eichendorffstraße 25 | 85609 Aschheim  
 Tel. +49 89 905006-0 | Fax +49 89 905006-55  
 Event hotline: +49 89 905006-25  
 messeservice@roggermaier.de | www.roggermaier.de

## ■ Setup

Units	Type of machinery	Working height	Start of rental period date / time	Fixed-term end of rental date / time

## ■ Dismantling

Units	Type of machinery	Working height	Start of rental period date / time	Fixed-term end of rental date / time

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

**Please note:** Payment is to be made by advance bank transfer. The accredited contractor requires a bank transfer slip as proof of payment. Alternatively, payment can be made by credit card. Processing of credit card payment is handled by the appointed contracting firm. Accredited contractors are entitled to collect payment on the exhibition stand.

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

If diesel-powered equipment is used, fuel costs are incurred, to be charged at EUR 2.48 / liter for the amount consumed.

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

Place / date

Company stamp and legally binding signature of exhibitor

## Contact and invoicing:

Able Catering GbR | Josef Able & Söhne  
Willy-Brandt-Allee 5 | 81829 München | Germany  
Tel. +49 89 949-28460 | Fax +49 89 949-28479  
catering@able-muenchen.de  
www.able-muenchen.de

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

Kindly note that additional costs may be incurred due to the current situation (hygiene regulations). We therefore reserve the right to amend prices at short notice.

We herewith order from your range of stand catering products and services on the delivery and general business terms quoted:

## Savory Snacks

Quantity	Description	Unit	EUR
	<b>Half rolls with toppings</b>		
	Set I – "Economy" <sup>1,5,9,B,D,F,G,H,I,K</sup> (salami, cooked ham, cheese)	15 items	42.00
	Set II – "Business" <sup>1,5,6,9,B,D,F,G,H,I,K</sup> (Milan salami, Parma ham, brie)	15 items	45.00
	Set III – "Exclusive" <sup>1,5,9,C,D,F,G,H,I,K,N</sup> (smoked salmon, tomato / mozzarella, roast beef)	15 items	49.50
	<b>Party rolls &amp; mini baguettes</b>		
	Set I – party rolls <sup>1,5,9,A,B,D,F,G,H,I,J,K,L,M</sup> (country ham, sliced cheese, roast beef)	15 items	45.00
	Set II – mini grain breadsticks <sup>1,5,6,9,B,D,F,H,I,K,L,M</sup> (salami, brie, turkey breast)	15 items	45.00
	Set III – mini pretzelsticks <sup>1,4,5,6,7,8,9,A,D,F,I,J,K,L,M,G</sup> (Obatzda cheese spread, liver meat loaf, herb cream cheese)	15 items	45.00
	Bavarian mini burger <sup>1,5,9,A,B,D,F,G,H,I,J,K</sup> Party roll with a veal meatball, lettuce and homemade sauce	15 items	45.00
	<b>Bagels with fillings</b> (minimum order quantity 10 per type)		
	Chia bagel with grilled vegetables, parmesan and rocket <sup>A,F,G</sup>	each	3.50
	Low-carb bagel with herb cream cheese, smoked salmon, rocket and horseradish <sup>A,F,G,H</sup>	each	3.50
	Bagel with Parma ham, rocket and dried tomatoes <sup>A,E,F,G,L</sup>	each	3.50
	<b>Wraps filled with</b> (minimum order quantity 10 pcs. per type/filling)		
	Hummus, couscous and salad <sup>L,G,D</sup>	each	3.50
	Chicken curry, tomato and salad <sup>A,D,G</sup>	each	3.50
	Creamed tuna, boiled egg and salad <sup>A,C,D,G</sup>	each	3.50
	Savory feta cheese and salad <sup>A,D,G</sup>	each	3.50

## From the Bakery

Minimum order quantity: 10 per item

Quantity	Description	Unit	EUR
	Rolls <sup>D,F,G,J,L</sup>	each	0.70
	Pretzel <sup>D,F,G,J,L</sup>	each	0.95
	Pretzel, buttered <sup>A,D,F,G,J,K,L</sup>	each	1.95
	Mini Pretzel <sup>D,F,G,K,J</sup>	each	0.80
	Mini Pretzel, buttered <sup>D,F,G,K,J,L</sup>	each	1.70
	Party rolls in a basket, mixed <sup>A,B,D,F,G,H,J,K,L</sup>	30 items	25.50

## Fingerfood

Minimum order quantity: 12 pcs. per type

Quantity	Description	Unit	EUR
	Scampi mini skewer Toscana on bed of Mediterranean vegetable salad <sup>C,I,J</sup>	each	3.30
	Falafel/chickpea balls with mint yoghurt <sup>A,D,G</sup>	each	3.30
	Beef mini skewer "Barbecue" on bed of spicy vegetables <sup>D,F,J</sup>	each	3.30
	Satay mini skewer with peanut butter on bed of bean sprout salad <sup>B,H,M</sup>	each	3.30
	Chicken breast skewer with sweet pepper and olive on bed of couscous salad <sup>D,F</sup>	each	3.30
	Antipasti on a bed of rocket with a balsamic glaze <sup>E,G</sup>	each	3.30
	King-size olives on mini skewer	each	3.30
	Munich sausage salad with cheese <sup>G,I</sup>	each	3.30
	Couscous salad on herb yoghurt dip <sup>D,G</sup>	each	3.30
	Tomato-mozzarella-basil and fine pesto <sup>G,H</sup>	each	3.30

	<b>Pumpernickel</b> – pumpernickel with smoked salmon <sup>A,D,G,C</sup> – pumpernickel with chives and cream cheese <sup>A,D,G</sup> – pumpernickel with Roquefort cream and pear <sup>A,D,G</sup>	Set 15 items	33.00
	<b>Mini wraps filled with</b> (minimum order quantity 10 pcs. / type)		
	Hummus, couscous and salad <sup>L,G,D</sup>	each	2.80
	Chicken curry, tomato and salad <sup>A,D,G</sup>	each	2.80
	Creamed thuna, boiled egg and salad <sup>A,C,D,G</sup>	each	2.80
	Savory feta cheese and salad <sup>A,D,G</sup>	each	2.80

## Able's Bavarian Specialties

Quantity	Description	Unit	EUR
	<b>Savory Munich snack stand</b> (for approx. 6 pers.)		
	Pretzels, smoked Pfefferbeißer and Landjaeger sausages, slices of bread topped with chives and crackling fat (plus EUR 25 deposit per pretzel stand) <sup>1,5,6,9,A,D,F,G,I,J,K,L</sup>	each	45.00

## Sausages

Quantity	Description	Unit	EUR
	Bavarian white sausages (7 pairs) <sup>1,4,7,8,F,G,I,J,K,L,M</sup>	pack	25.00
	Viennese sausages (10 pairs) <sup>1,4,6,7,8,F,G,I,J,K,L,M</sup>	pack	30.00
	Sausage cooker	each / day	50.00

## From the Soup Kitchen

Minimum order quantity: 5 liters per soup

Quantity	Description	Unit	EUR
	Munich potato soup with bacon <sup>A,F,G,I,J,K,M</sup>	liter	17.00
	Savory goulash soup with finest beef <sup>A,F,G,I,J,L,M</sup>	liter	22.50
	Chili con carne <sup>A,D,F,G,J,K,L,M</sup>	liter	22.50
	Carrot-coconut-ginger soup (vegetarian) <sup>A,B,F,G,I,J,K,M</sup>	liter	20.00
	Vegan sweet potato curry with chickpeas <sup>D,J,M</sup>	liter	22.50
	Seasonal stew with Viennese sausages <sup>D,G,I,L,M</sup>	liter	22.50
	Soup pot for approx. 8 liters, incl. ladle	per day	50.00
	Soup tableware (bowl, spoon, saucer)	set per day	2.00

## Lunch

from 20 persons / portions per item

Quantity	Description	Unit	EUR
	Side salad <sup>G,J,K,L</sup>	per person	2.80
	Allgäu cheese noodles with fried onions and salad <sup>A,F,G,J,K,L</sup>	per person	6.00
	Spaghetti bolognese with parmesan <sup>D,G,J</sup>	per person	6.00
	Lasagne al forno with bolognese <sup>A,D,G,J</sup>	per person	6.00

	Lasagne al forno with salmon and spinach <sup>A,C,D,G,J</sup>	per person	6.00
	Vegan sweet potato curry with chickpeas <sup>J,M</sup>	per person	6.00
	Tandoori chicken with spiced rice <sup>D,G,I,J,N</sup>	per person	6.00
	Beef goulash with butter spaetzle <sup>A,D,G,J</sup>	per person	6.00
	Piccata milanese made of chicken breast with tomato ragout and spaghetti <sup>A,D,G,J</sup>	per person	6.00
	Veal meatballs with Munich Potato salad <sup>A,D,G,J,K</sup>	per person	6.00
	Viennese roast chicken with potato-cucumber salad and homemade dip <sup>A,D,G</sup>	per person	6.00
	Tableware / cutlery flat rate charge for lunch	per person	2.00
	Equipment flat rate charge (chafing dish, serving cutlery, etc.)	per person	1.50

## Sweets from the Patisserie / Fresh & Fruity

Minimum order quantity: 10 items per type

Quantity	Description	Unit	EUR
	Mini pastries, mixed <sup>A,B,D,F,G,H</sup>	each	1.80
	Mini muffins, mixed <sup>A,B,D,F,G,H</sup>	each	1.60
	Mini croissants, natural <sup>A,D,F,G</sup>	each	1.60
	Mini croissants, sweet filling <sup>A,B,D,F,G,H</sup>	each	1.80
	Mini tray cake <sup>A,B,D,F,G,H</sup>	each	1.90
	Decorative fruit basket with fresh seasonal fruit (approx. 3.5 kg)	each	37.50

## Snacks for In-Between

Quantity	Description	Unit	EUR
	Tee biscuits in a box <sup>B,D,F,H,L</sup>	1 kg	18.50
	Savory snacks, mixed <sup>B,D,F,H,J,K,L,M</sup>	1 kg	17.50
	Celebrations chocolate bar mix <sup>A,B,F,G,H,J,K</sup>	1.435 kg	30.00

## Beverages

plus statutory deposit for bottles and crates

Quantity	Description	Unit	EUR
	<b>Soft drinks</b>	<b>Bottles</b>	
	Mineral water still	20 / 0.2 l	17.50
	Mineral water still	12 / 0.75 l	19.50
	Mineral water sparkling	20 / 0.2 l	17.50
	Mineral water sparkling	12 / 0.75 l	19.50
	Apple juice <sup>9</sup>	30 / 0.2 l	30.00
	Apple juice <sup>9</sup>	6 / 1.0 l	25.00
	Orange juice <sup>9</sup>	30 / 0.2 l	30.00
	Orange juice <sup>9</sup>	6 / 1.0 l	25.00
	Coke <sup>3,5,9</sup>	24 / 0.33 l	26.50
	Coke <sup>3,5,9</sup>	12 / 1.0 l	30.00
	Coke light <sup>3,5,9</sup>	24 / 0.33 l	26.50

	Coke light <sup>3,5,9</sup>	12 / 1.0 l	30.00
	Organic apple spritzer <sup>4,5</sup>	20 / 0.25 l	22.00
	Organic black currant spritzer <sup>4,5</sup>	20 / 0.25 l	22.00

We would be pleased to offer you also PET bottles on request.

## Beverages

Quantity	Description	Unit	EUR
	<b>Munich beer</b>	<b>Bottles</b>	
	Munich lager beer	24 / 0.33 l	35.00
	Munich lager beer, non-alcoholic	24 / 0.33 l	35.00
	Wheat beer	24 / 0.33 l	37.50
	Wheat beer, non-alcoholic	24 / 0.33 l	37.50
	Pilsner beer	24 / 0.33 l	35.00

We would also be pleased to provide you a quote for Munich beer on draught together with dispensing equipment.

Delivery of 50-liter kegs for lager beer and wheat beer on request.

	<b>Wine</b>	<b>Bottles</b>	
	Able's house wine – white, dry	0.75 l	15.00
	Able's house wine – red, dry	0.75 l	15.00

	<b>Prosecco</b>	<b>Bottles</b>	
	Able's house prosecco	0.75 l	9.90
	Valdo prosecco	0.75 l	18.50

	<b>Coffee &amp; tea</b>		
	Filter machine, fully automatic coffee machine	on request	
	Capsule machine	per day	40.00
	Dallmayr Capsa Lungo	10 items	15.00
	Dallmayr Capsa Espresso	10 items	15.00
	Dallmayr Capsa Decaffeinato	10 items	15.00
	Electric kettle	each	35.00
	Earl Grey tea	20 bags	8.50
	Peppermint tea	20 bags	8.50
	Green tea	20 bags	8.50
	Fruit tea	20 bags	8.50
	Chamomile tea	20 bags	8.50
	Espresso beans (Dallmayr)	1 kg	35.00
	Coffee cream portions	240 items	13.50
	Long-life milk, 3.5 %	1 l	1.95
	Sugar sachets	100 x 4 g	6.50

## Hot Dog Mobile

Quantity	Description	Unit	EUR
	Hot dog stand	each	price on request
	*Hot dogs with various toppings A,D,F,G,I,L,M	each	3.50

\*Hot dogs can only be ordered in conjunction with hot dog stand

## Other

Quantity	Description	Unit	EUR
	Cocktail napkins (24 x 24 cm)	250 items	14.50
	Tableware, glasses and cutlery		price on request
	Service staff		price on request



## Allergens & Additives

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

### Substances subject to mandatory declaration

#### Additives

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

#### Ingredients capable of triggering allergies and intolerances

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

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

## Important Notes

### The following calculation applies in cases where the customer withdraws from the contract:

Cancellations are possible for net order values of up to EUR 1,500.00 up until seven working days prior to the event, with the exception of orders for such food and beverages as were procured exclusively for the event canceled. The following applies to the cancellation of order values of EUR 1,500.00 and above:

If the services agreed are canceled up to 30 days prior to the event, the company Able Catering GbR reserves the right to assert a claim for compensation amounting to 20 % of the remuneration agreed.

Up to 14 days prior to the start of the event	25 % of the remuneration
Up to 7 days prior to the start of the event	50 % of the remuneration
Up to 3 days prior to the start of the event	75 % of the remuneration
Thereafter	100 %

### Ordering procedure, follow-on orders

The above order – in the name and for account of the exhibitor quoted on page 1 / cover sheet – becomes valid upon the order confirmation by **Able Catering GbR, Josef Able & Söhne**. Any contract agreed is concluded between the exhibitor and Messe München GmbH's accredited contractor. Kindly note that your signature and company stamp are required on this page 4 (below).

You are kindly asked to send this order form back to us no later than seven working days prior to the start of the trade fair. Please note the minimum order quantities for food.

During the fair, follow-on orders can be placed for the following day by 14:00 at phone no. +49 89 949-28460 or by e-mail to catering@able-muenchen.de.

### Actual consumption, returns

On the last day of the trade fair, rental equipment, empties and unused beverages are collected. The returns collection charge per full crate is EUR 5.00. The precise time of collection will be agreed in the course of the morning of the last trade fair day. Please note that only complete units of unused items in their original packaging will be refunded. Any other items remaining on your stand (transport containers, equipment, etc.) will be collected after the fair is over. You are required to keep items supplied to you in a safe place until they are collected from the stand and to have them handed over to our logistical staff by an authorized person. Any damage suffered by the rental equipment or malfunctioning determined during its use at the event is to be notified to our logistical staff upon the collection thereof.

### Scope of supply

The scope of supply includes delivery to the exhibition stand. A one-off transport charge of EUR 25.00 is raised per delivery. It does not cover any further personnel services. These can be ordered separately. Deliveries to conference rooms or restaurants at the exhibition center are only possible in conjunction with an order for staff support. We would be pleased to provide you with an individual quote for this. All prices are in Euro plus statutory value-added tax valid at the time of billing.

### Ingredients and allergens

Our products may contain ingredients and/or allergens that are subject to mandatory declaration. We would be pleased to answer any questions you may have in this respect. Detailed information about the ingredients and allergens that are subject to mandatory declaration will be made available to you with the order confirmation. Kindly inform your guests accordingly!

We have noted the General Terms and Conditions of Business set out on page 6 and accept them as a constituent part of this contract.

Place / date

Company stamp and legally binding signature of exhibitor

## ■ Method of Payment

For orders with an invoice address within Germany and an estimated net order value in excess of EUR 2,500.00, advance payment amounting to 75% of the total cost of the order is due.

For orders with an invoice address outside Germany, advance payment amounting to 100% of the total order value is due.

### ☐ By credit card

The advance/billing amount will be deducted from your credit card. The invoice will be sent to you by post. We accept MASTERCARD and VISA.

Please fill in your credit card details below:

☐ MasterCard ☐ Visa Card

Name of cardholder

Card number

Card validation number (3- or 4-digit code on rear of card)

Card valid until

### ☐ By invoice

The invoice will be sent to you by post. The invoice amount is due for payment without deduction immediately.

Billing address

Company name

Department / Name

Street / P.O. Box

Postcode / Town / Country

**Any contract agreed is concluded between the exhibitor and Messe München GmbH's accredited service partner.**

Other contacts with order authorization:

1st contact

Mobile no. during the fair

2nd contact

Mobile no. during the fair

Please deliver

on \_\_\_\_\_ time (no earlier than): \_\_\_\_\_ no later than: \_\_\_\_\_

on \_\_\_\_\_ time (no earlier than): \_\_\_\_\_ no later than: \_\_\_\_\_

on \_\_\_\_\_ time (no earlier than): \_\_\_\_\_ no later than: \_\_\_\_\_

on \_\_\_\_\_ time (no earlier than): \_\_\_\_\_ no later than: \_\_\_\_\_

The beverages and equipment for your daily stand catering will be supplied to you on the last set-up day (in the absence of any specific agreement to the contrary).

## ■ General Terms and Conditions of Business for Catering at Exhibitions

### 1. Prices

All prices are in EURO plus statutory value-added tax. Should the period between the conclusion of contract and the commencement of the given event exceed 6 months, Able Catering GbR, Josef Able & Söhne reserves the right to change its prices. Any price adjustment of this kind can only be based on such circumstances as would lead to a reduction in profit for Able Catering GbR, Josef Able & Söhne, were the prices not to be adjusted (specifically in the case of an increase in the consumer price index, production and labor costs, or purchase prices).

### 2. Acceptance of order

All quotes are subject to change until such time as the order has been accepted (by way of order confirmation).

### 3. Number of participants

If a service to be provided by Able Catering GbR is calculated on a per-person basis, the customer undertakes to provide Able Catering GbR with binding written notification of the precise number of participants as well as of the final choice of food and beverages by no later than 7 days prior to the event or the delivery. All services calculated on a per-person basis are invoiced based on the number of persons last notified in compliance with the deadline or, if no notification is provided in compliance with the deadline, based on the number stated in the reservation or booking. These specifications are considered a guaranteed content of contract and will be given due consideration when the final invoice is issued. Any orders for food, beverages, additional materials, personnel, etc. above and beyond that mentioned above will be charged separately at Able Catering GbR, Josef Able & Söhne list prices.

### 4. Complaints

Upon receipt or collection of the goods provided, the customer is to examine them for any obvious and recognizable defects in respect of their due nature and is to report any defects without delay.

The customer's warranty entitlements remain unaffected by this.

Any food and beverages ordered incorrectly by the customer cannot be exchanged. Any concealed defects in respect of the goods provided (perishable foodstuffs) must likewise be reported without delay. Able Catering GbR, Josef Able & Söhne assumes no liability whatsoever for incorrect storage on the part of the customer.

### 5. Terms of cancellation

In the event that the customer cancels the contract, the following charges apply: No reduction is possible either for food and beverages that have already been ordered or for stand equipment.

Cancellations are possible for net order values up to EUR 1,500.00 by no later than 7 days prior to the event with the exception of food and beverages procured exclusively for the event canceled. For cancellations of order values above EUR 1,500.00, the following applies:

If the services agreed are canceled up to 30 days prior to the event, Josef Able & Söhne GbR reserves the right to claim compensation amounting to 20% of the remuneration agreed.

Up to 14 days prior to the start of the event	25 % of the remuneration
Up to 7 days prior to the start of the event	50 % of the remuneration
Up to 3 days prior to the start of the event	75 % of the remuneration
Thereafter	100 %

### 6. Payment

6.1 For orders with an invoice address within Germany and an estimated net order value in excess of EUR 2,500.00, advance payment amounting to 75 % of the total cost of the order is due. The residual amount is due with immediate effect upon receipt of the invoice issued at the end of the event. Payment by way of direct debit from a credit card is also possible.

6.2 For orders with an invoice address outside Germany, advance payment amounting to 100 % of the total order value is due. This invoice is sent to the customer immediately following order confirmation. Payment is to be made by credit card or bank transfer.

Invoices for additionally ordered items are due at the end of the event immediately upon receipt of invoice.

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

6.3 We require the customer's credit card details as a guarantee of order.

Only in cases where payment is not made within 21 days of receipt of invoice will the amount due be charged to the customer's credit card.

6.4 The customer is to provide us with the correct billing address when ordering.

A handling fee of EUR 30.00 plus statutory VAT will be charged for the re-issuing of an invoice to a corrected invoicee (name, order number, address).

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

### 7. Service personnel

Catering staff is scheduled for a minimum of four hours. Invoicing will be based on actual hours worked, but at least four hours.

### 8. Loss of or damage to rental items

Any items rented are the responsibility of the customer and subject to the latter's due diligence from the time the items are handed over to the time of their return. In the case of any damage or loss for which the customer is to blame directly or which is attributable to him due to being caused notably by the customer's employees or guests, the cost of replacement or repair will be charged to the customer. The customer has the option of providing evidence to the effect that no damage has been incurred at all or that the cost of damage is less than that claimed. In such case, the customer's reimbursement obligation is limited to the amount proven by the former.

### 9. Retention of title

On all orders, Able Catering GbR, Josef Able & Söhne reserves its right of ownership to the goods supplied until such time as the purchase price is paid in full.

### 10. Cancellation / Termination

The contract may only be canceled for good cause. **No reduction in the quantity of goods already ordered is possible in the case of food, beverages and stand equipment.**

### 11. Written form

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

### 12. Publication rights

The customer herewith agrees explicitly vis-à-vis Able Catering GbR, Josef Able & Söhne that the latter may use the event for advertising purposes and may notably use it at no cost and without restriction as a reference event in all relevant media (e.g. radio, television, press, Internet, company's own printed matter) including the publication of photos, whereby Able Catering GbR, Josef Able & Söhne is to give due consideration to privacy rights and third party rights in respect of photos of the parties concerned.

### 13. Court of jurisdiction and place of fulfillment

The contractual relationship is subject to German law. If the customer is registered as a commercial trader and the contract serves the operation of the former's commercial trade, Munich is deemed to be the court of jurisdiction and place of fulfillment for both contracting parties.

### 14. Severability clause

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

By way of the above signature (page 4), our General Terms and Conditions of Business are deemed to have been accepted as a constituent part of this contract.

## ■ Product Impressions

### Savory Snacks



### Sweets from the Patisserie



### Fresh and Fruity



### Snacks for In-Between



### From the Bakery



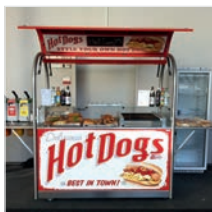
### Able's Bavarian Specialties



### From the Soup Kitchen



### Hot Dog Mobile



**Contact and invoicing:**

Käfer Service GmbH – Messegastonomie  
Am Messesee 4 | 81829 München | Germany  
Tel. +49 89 949-24200 | Fax +49 89 949-24209  
messe.catering@feinkost-kaefer.de | www.feinkost-kaefer.de  
Webshop: https://messe.feinkost-kaefer.de

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

Mobile phone number during event \_\_\_\_\_

We herewith order on the rental terms quoted (kindly note that your signature is required on page 5):

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

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

## Savory Snacks

Quantity	Description	Unit	EUR
<b>Open grain loaf sandwiches**</b>			
	Hummus   courgette   tomato (vegan) <sup>D,G,L</sup>	each	3.50
	Brie   fig mustard (vegetarian) <sup>D,G,K,L</sup>	each	3.50
	Marinated salmon   cream cheese   ginger <sup>C,D,G,K,L</sup>	each	3.50
	Pastrami   ajvar   cocktail gherkin <sup>5,6,D,G,J,K,L</sup>	each	3.50
<b>Sandwiches**</b>			
	Pretzel corner   emmenthal cheese   egg (vegetarian) <sup>A,D,G,K,L</sup>	each	4.50
	Pretzel corner   Bavarian liver meat loaf   gherkin <sup>5,6,D,G,L</sup>	each****	4.50
	Stone-baked baguette   boiled ham   mustard cream cheese <sup>5,6,D,G,K</sup>	each****	4.90
	Multigrain baguette   vine tomato   mozzarella   rocket lettuce (vegetarian) <sup>D,G,L</sup>	each****	4.90
	<b>Savory pastries*</b>	each	2.50
	Tomato cream cheese   mozzarella (vegetarian) <sup>D,G,L</sup>		
	Smoked turkey breast   avocado cream <sup>1,5,6,D,G,L</sup>		
	Pastrami   peppersweet cream cheese   ajvar (vegetarian) <sup>5,6,D,G,J,K,L</sup>		

Quantity	Description	Unit	EUR
<b>Superfood rolls**</b>			
	Milan salami   olive cream cheese <sup>5,6,D,G,L</sup>	each	3.50
	Emmenthal cheese   paprika cream cheese (vegetarian) <sup>D,G,L</sup>		
	Juicy ham   mustard cream cheese <sup>5,6,D,G,J,K</sup>		
	Baba ganoush   power vegan meatball		
	Mini pretzel roll   obazda cream cheese   radish (vegetarian) <sup>D,G,L</sup>		
	<b>Wrap lollies***</b>	each	2.60
	Chicken   curry cream   pineapple <sup>A,D,G,J,K,M</sup>		
	Hummus   falafel (vegan) <sup>7,D,F,J,K,L</sup>		
	Cheese   vegetables   egg (vegetarian) <sup>A,D,G,K</sup>		
	Smoked turkey breast   rosemary   apricot <sup>5,6,D,G</sup>		
	Smoked salmon   wasabi <sup>1,5,C,D,G,K</sup>		
	Beef   red curry   lemon grass <sup>D,G,K</sup>		
	Tuna   olive <sup>3,7,A,C,D,G,K</sup>		
	Tomato   mozzarella cheese   pesto (vegetarian) <sup>D,G,H</sup>		

\* Minimum order: 10 per type & filling / topping

\*\* Minimum order: 6 per type & filling / topping

\*\*\* Order quantity: units of 10 per type & filling / topping

\*\*\*\* Minimum order: 4 units, thereafter in units of 2 per type & filling

Subject to product changes



## Savory Snacks

Quantity	Description	EUR
<b>International finger food*</b>		
	Skewered fallow field fruit   beetroot tahin (vegan) <sup>J</sup>	2.70
	Vegan power meatball skewer   lentil curry dip (vegan) <sup>2,D,L</sup>	2.50
	Baked king prawn   wasabi mayonnaise <sup>1,3,4,9,A,D,E,G,K,M</sup>	3.50
	Skewer with Bavarian cheese specialities   mixed grapes (vegetarian) <sup>G</sup>	2.50
	Skewer with tomato   mozzarella (vegetarian) <sup>G,H</sup>	3.20
	Small meatball   Munich BBQ dip <sup>2,8,9,10,A,D,G,J,K</sup>	2.70
	Mini chicken schnitzel   Viennese type   cocktail dip <sup>3,5,9,A,D,G,K</sup>	2.70
<b>Savory finger food from the bakery*</b>		
	Small puff-pastry spiral:	
	– pesto (vegetarian) <sup>A,D,G,H</sup>	1.20
	– dried tomato   olive (vegetarian) <sup>A,D,G</sup>	1.20
	– mountain cheese (vegetarian) <sup>A,D,G</sup>	1.20
	Mini quiche:	
	– Lorraine   bacon   onions <sup>1,5,6,A,D,G</sup>	2.80
	– tomato   olive (vegetarian) <sup>1,A,D,G</sup>	2.80
	– with spinach   feta cheese (vegetarian) <sup>1,A,D,G</sup>	2.80
	Cheese millefeuille:	
	– paprika cream cheese   cress (vegetarian) <sup>A,D,G</sup>	2.80
	– obazda Bavarian cream cheese   chives (vegetarian) <sup>A,D,G</sup>	2.80
	– herb cream cheese   farmer's bacon <sup>5,6,A,D,G</sup>	2.80

## Sweet Temptation from the Patisserie\*

Quantity	Description	Unit	EUR
	Butter croissant <sup>A,D,G</sup>	each	2.00
	Mini butter croissant <sup>A,D,G</sup>	each	1.50
	Käfer BIO power muesli bar <sup>A,D,G,H,L</sup>	each	2.60
	Freshly baked 'tray' cake   approx. 6 x 6 cm / piece <sup>A,D,G,H</sup>	each	2.60
	Mini puff-pastry   mixed <sup>A,D,G,H</sup>	each	1.70
	Muffins   mixed <sup>A,B,D,G,H,M</sup>	each	2.80
	Small puff-pastry spiral   sweet filling <sup>A,D,G,H</sup>	each	1.70
	French macaroons   mixed <sup>A,D,G,H</sup>	each	2.00
	Petits fours, mixed <sup>9,A,B,D,G,H</sup>	each	2.00
	Mini filled guglhupf cake   lemon curd <sup>A,D,G,H</sup>	each	2.80
	Mini filled guglhupf cake   nut nougat cream <sup>A,D,G,H</sup>	each	2.80
	Mini financiers   mixed <sup>A,D,G,H</sup>	each	1.50

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

## Fresh & Fruity Käfer's vitamins for the day

Quantity	Description	Unit	EUR
	Bircher muesli   granola   blueberries* <sup>D,G,H</sup>	each	2.90
	Fruit basket with fresh seasonal fruits   3,5 kg	each	35.00
	Fresh fruit salad in a jar*	each	3.60

## From Käfer's Bakery\*

Quantity	Description	Unit	EUR
	Crispy wheat roll <sup>D</sup>	each	0.90
	Pretzel <sup>D</sup>	each	1.00
	Buttered pretzel <sup>D,G</sup>	each	2.20
	Mini pretzel <sup>D</sup>	each	0.80
	Mini buttered pretzel <sup>D,G</sup>	each	1.90

## Snacks for In-Between

Quantity	Description	Unit	EUR
	Trail mix (nuts and raisins) <sup>B,H,L</sup>	1.0 kg	16.00
	Tea biscuits   packed <sup>2,3,A,D,G,H</sup>	1.0 kg	22.00
	Peanuts   salted <sup>B,H</sup>	200 g	4.50
	Käfer vegetable chips <sup>D,L</sup>	130 g	4.00
	Potato chips, paprika <sup>3,D,G</sup>	175 g	4.90
	Mini chocolate bars   Celebrations <sup>2,A,B,D,G,H</sup>	approx. 150 bars	36.00

## The New Cult Bar Snack

The Munich alternative to classic bar snacks

Quantity	Description	Unit	EUR
	Munich Munch pretzel bits rosemary <sup>D</sup>	1.0 kg	30.00
	Munich Munch pretzel bits paprika <sup>D</sup>	1.0 kg	30.00

## Sausages

Quantity	Description	Unit	EUR
	Munich Weisswurst sausages   pack of 7 pairs   incl. 10 portions of sweet mustard <sup>4,7,8,G,J,K</sup>	per pack	28.90
	Viennese sausages   pack of 10 pairs   incl. 10 mustard portions   10 ketchup portions <sup>1,2,4,5,7,8,9,10,J,K</sup>	per pack	28.90

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

## ■ Coffee & Co

Quantity	Description	Unit	EUR
	Fully automated coffee machine	price on request	
	emilo coffee beans	1 kg	36.00
	emilo espresso beans	1 kg	36.00
	Coffee machine for filter coffee**	price on request	
	emilo coffee powder	10 x 70 g	22.00
	Lavazza matinée** (for coffee   espresso, tab system)	each	79.00
	Lavazza coffee tabs	100 tabs	98.00
	Lavazza espresso tabs	100 tabs	98.00
	Electric kettle**	each	30.00
	Cantuccini (almond biscuits)	1 kg	10.50
	Wital Tea   First Line   English Breakfast (Black Tea)	25 bags	17.50
	Wital Tea   First Line   Ceylon (Black Tea)	25 bags	17.50
	Wital Tea   First Line   Camomile (Herbal Tea)	25 bags	17.50
	Wital Tea   First Line   Moroccan Mint (Herbal Tea)	25 bags	17.50
	Wital Tea   First Line   Verbena Lavender (Herbal Tea)	25 bags	17.50
	Wital Tea   First Line   Jasmin Dragon Phoenix Pearls (Green Tea)	25 bags	17.50
	Wital Tea   First Line   Kir Royale (Fruit Tea)	25 bags	17.50
	Portions of coffee cream	240 port.	12.50
	UHT milk 1.5%   fat content	1.0 l	2.00
	Sugar portions	1.000 port.	25.00

\*\*Rental charge per trade fair

## ■ Beverages

Quantity	Description	Unit	EUR
<b>Käfer's Vitamin Bar—Freshly squeezed juices &amp; more</b> (stays fresh for 2 days if stored at max. 6 °C) Minimum order 6 l per type per day. We kindly request advance order for the full show duration.			
	Orange juice	1.0 l	12.00
	Kiri Run (apple, kiwi, chard)	1.0 l	12.00
	Orient Express (blackberry, raspberry, orange)	1.0 l	12.00
	<b>Soft drinks</b>	<b>1 crate</b>	
	Gerolsteiner Gourmet mineral water, medium	24 x 0.25 l	24.00
	Gerolsteiner Gourmet mineral water, medium	12 x 0.75 l	28.00
	Gerolsteiner Gourmet mineral water, still	24 x 0.25 l	24.00
	Gerolsteiner Gourmet mineral water, still	12 x 0.75 l	28.00
	Coca Cola	24 x 0.20 l	24.00
	Coca Cola	12 x 1.00 l	29.00
	Coca Cola light	24 x 0.20 l	24.00
	Coca Cola light	12 x 1.00 l	29.00
	Apple juice	30 x 0.20 l	34.00

	Apple juice	6 x 1.00 l	29.00
	Orange juice	30 x 0.20 l	34.00
	Orange juice	6 x 1.00 l	29.00

Other Coca Cola products or other juices on request

Quantity	Description	Unit	EUR
<b>Wine</b>			
	Käfer's wine selection   white	0.75 l	14.00
	Käfer's wine selection   red	0.75 l	15.00

### Sparkling wine

	Secco Bianco Frizzante	0.75 l	12.50
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### Champagne

	Laurent-Perrier Brut	0.75 l	56.00
	Laurent-Perrier Brut	0.20 l	19.50

### Munich beer

	Pale ale   lager	20 x 0.33 l	30.50
	Wheat beer, pale	24 x 0.33 l	30.50
	Pils	24 x 0.33 l	32.00
	Pale ale   lager   non-alcoholic	20 x 0.33 l	32.00

### Munich draught beer

	Pale ale   lager	30 l	98.00
	Wheat beer, pale	30 l	105.00
	Pils	30 l	105.00

## ■ Equipment for Draught Beer

Quantity	Description	Unit	EUR
	Countertop installation   two taps	price on request	
	Carbonation	6 kg	31.00

Subject to availability  
Rental charge per fair incl. assembly and installation

## ■ Not To Forget ...

Quantity	Description	Unit	EUR
	Käfer paper napkins   gray   24 x 24 cm	pack of 50	3.75
	Tableware   glasses   cutlery		price on request
	Service staff		price on request



## ■ Allergens & Additives

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

### Substances subject to mandatory declaration

#### Additives

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

#### Ingredients capable of triggering allergies and intolerances

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

We would like to point out that despite the greatest possible care being taken, our food may contain minor traces of allergens other than those declared due to the manual production of the food. Kindly advise us of any known food intolerances, so that a solution can be found.

## ■ Important notes

### Ordering procedure, follow-on orders

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

### Returns

On the last day of the trade fair, empties and unused goods are collected. Please note that only goods in their original packaging are refunded. Goods still on your stand will be collected after the trade fair is over. The charge raised for collecting returns is EUR 5.00 per full crate. You are obliged to keep equipment supplied to you in a safe place on your stand and have it handed over to our logistics staff by an authorized person.

### Scope of supply

The scope of supply includes delivery to the exhibition stand. A one-off transport charge of EUR 30.00 is raised per day of delivery and includes no further personnel services. The latter can be ordered separately. For orders placed 10 days prior to the start of the event or later, the one-off transport charge increases to EUR 65.00 per day of delivery. Depending on staff resources available, we reserve the right to increase the delivery charge already earlier.

Deliveries to conference rooms or restaurants at the trade fair center are only possible in connection with an order for staff support. We would be pleased to give you an individual quote for this. All prices are in euros and are subject to statutory value-added tax valid at the time of invoicing.

### Short-notice orders / follow-on orders:

In the case of short-notice orders or follow-on orders, we may have to replace individual products with equivalent ones if the product ordered is not available.

## ■ Käfer's Quality Promise

We constantly analyse and monitor existing standards and work exclusively with suppliers who also stand for the highest quality.

Our resource-conserving production is directly located on the exhibition grounds. This means your goods are already on site, thus eliminating long transport routes.

Our products are professionally arranged on reusable trays or plates and brought to your stand hygienically protected with food wrap. Of course, we always ensure the correct temperature in our supply chain.

Wherever possible, we work with sustainable and resource-saving packaging and products. Our greatest focus is on the best quality at all times.

We will be happy to provide you with further information on our packaging and delivery methods.

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

## ■ Method of payment

For orders with billing address within Germany and an estimated net order value exceeding EUR 3,000 advance payment amounting to 75% of the total cost is due. For orders with billing address outside Germany, advance payment amounting to 100% of the total order is due.

We would like to point out that the re-issuing of an invoice to a corrected billing address is subject to a handling fee of EUR 25. Please note section 5 "Payment" set out in our General Terms and Conditions of Business on page 5.

☐ **Quick & easy**

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

**We accept AMERICAN EXPRESS, MASTERCARD and VISA.**

**Please fill in your credit card details below:**

☐ AMEX Card      ☐ MasterCard      ☐ Visa Card

\_\_\_\_\_  
Name of holder

\_\_\_\_\_  
Card number

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

\_\_\_\_\_  
Valid until

☐ **By invoice**

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

**Billing address**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

We would be pleased to provide you with a detailed quote for your stand catering, stand party or conference catering on request and also advise you with regard to other foods and beverages.

\_\_\_\_\_  
Place / date

\_\_\_\_\_  
Company stamp and legally binding signature of exhibitor

## ■ General Terms and Conditions of Business for Catering at Exhibitions

### 1. Prices

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

### 2. Acceptance of order

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

### 3. Number of participants

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

### 4. Complaints

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

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

### 5. Payment

5.1 For orders with a billing address within Germany and an estimated net order value in excess of EUR 3,000, advance payment amounting to 75% of the total cost is due. **The invoice amount/residual amount is due within 10 days of invoice date without deductions.** Payment by way of direct debit from a credit card is also possible.

5.2 For orders with a billing address outside Germany, advance payment amounting to 100% of the total order value is due. The invoice is sent to the customer prior to the start of the event.

– Payment of subsequent billings at the end of the event are due for payment within 10 days of invoice date without deductions.

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

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

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

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

### 6. Loss of or damage to rental items

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

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

### 7. Retention of title

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

### 8. Cancellation

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

### 9. Written form

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

### 10. Publication rights

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

### 11. Court of jurisdiction and place of fulfilment

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

### 12. Data protection

For the handling of customer data, in particular the collection, use and processing, the special "data protection instructions for customer data processing" in accordance with Articles 13, 14 and 21 DSGVO are available here: <https://www.feinkost-kaefer.de/datenschutz>.

### 13. Severability clause

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

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

## Savory Snacks



Open grain loaf sandwich



Wrap Lolli



Mini pretzel |  
obazda | radish



Multigrain baguette |  
vine tomato | mozzarella



Savory pastries



Mini chicken | cocktail dip

## International Finger Food



Tomato | mozzarella  
skewer



Bavarian cheese specialty  
skewer



Cheese millefeuille



Small meatball |  
Munich BBQ dip



Petit fours

## Sweet Temptation from the Patisserie



Mini filled gugelhupf cake



French macaroons



Mini financiers



Käfer BIO power muesli  
bar

## From the Bakery



Mini butter croissant



Mini pretzel

## Fresh & Fruity



Bircher muesli | granola |  
blueberries



Fruit basket with fresh  
seasonal fruits

## Packaging (extra charge)



Delivery in convenient  
catering/transport box

### Contact and invoicing:

Kuffler Catering Service GmbH & Co. KG  
Otto-Perutz-Straße 16+18 | 81829 München | Germany  
Tel. +49 89 360392816/-18 | Fax +49 89 360392820  
catering-muenchen@kuffler.de

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

Please deliver on \_\_\_\_\_ time (at the earliest): \_\_\_\_\_ (at the latest): \_\_\_\_\_  
The beverages and equipment for your daily stand catering will be supplied to you on the last setup day.

Mobile phone number during the fair \_\_\_\_\_

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

### Tasty Open Sandwiches

Quantity	Description	Unit	EUR
		1 item	3.50
	Cottage cheese & oven tomato <sup>D,G</sup>		
	Salted butter & radishes <sup>D,G</sup>		
	Ricotta cheese & green onion <sup>D,G</sup>		
	Spicy salmon & mustard-dill <sup>8,C,D,G,K</sup>		
	Meat loaf & mustard butter <sup>1,5,8,D,G,J</sup>		
	Fennel salami & olive <sup>1,5,D,G</sup>		
	Italian ham & rocket <sup>D,G</sup>		

Minimum order quantity: 10 items per type

### Vinschgerl Sandwiches (spiced dough)

Quantity	Description	Unit	EUR
		1 item	3.90
	Center-cut ham & cornichon <sup>1,5,8,D,G</sup>		
	Fine salami & cream cheese <sup>2,6,D,G</sup>		
	Zucchini & tomato (vegan) <sup>D</sup>		
	Gouda & bell pepper <sup>D,G</sup>		
	Emmental & radishes <sup>D,G</sup>		
	Regensburg sausage & red shallot <sup>5,D,G,J</sup>		
	Bavarian camembert cream & parsley <sup>1,2,D,G</sup>		

Minimum order quantity: 10 items per type

### Kuffler's Crusty Roll Sandwiches

Quantity	Description	Unit	EUR
		1 item	3.80
	Rosemary ham & crème fraîche <sup>D,G</sup>		
	Turkey mortadella & remoulade <sup>5,D,G,J</sup>		
	Herbal cream cheese & chives <sup>D,G</sup>		
	Brie & sweet grape <sup>D,G</sup>		
	Meat loaf & mustard butter <sup>1,5,8,D,G,J</sup>		
	Tomato, mozzarella & basil <sup>D,G</sup>		

Minimum order quantity: 10 items per type

### From Kuffler's Bakery

Quantity	Description	Unit	EUR
	Pretzel <sup>D</sup>	1 item	1.10
	Buttered pretzel <sup>D,G</sup>	1 item	2.30
	Mini pretzel <sup>D</sup>	1 item	0.95
	Mini pretzel, buttered <sup>D,G</sup>	1 item	1.90
	Croissant donut "cronut" with blue cheese, apricot, radicchio, hazelnut <sup>A,D,G,H</sup>	1 item	4.50
	Croissant donut "cronut" with pastrami, mixed pickles, cheddar, roasted onions <sup>A,D,G,H,J,K</sup>	1 item	5.00
	Quiches, various (lorraine, vegetable, leek or spinach) <sup>A,D,G</sup>	1 item each	2.20

Minimum order quantity: 10 items per type

## Finger Food

Quantity	Description	Unit	EUR
	Veal, tuna, caper <sup>5,8,A,C,D,G</sup>	1 item	3.50
	Teriyaki chicken, mango, wonton <sup>1,5,D,M</sup>	1 item	3.50
	Salmon, wasabi, honey crunch <sup>A,B,C,D</sup>	1 item	3.50
	Trout, horseradish, dill <sup>1,5,8,C,G</sup>	1 item	3.50
	Mixed vegetable sticks & herbal sour cream <sup>G</sup>	1 item	3.70
	Goat cream cheese praline, pumpernickel crunch, apricot <sup>D,G</sup>	1 item	3.30

Minimum order quantity: 10 items per type

## Flying Cocktails

	Lentil bulgur salad, olive, apricot <sup>11,G</sup>	1 item	4.95
	Italian field fruits, candied tomato, rocket	1 item	4.95
	Trout, beetroot, wild herbs <sup>7,11</sup>	1 item	4.95
	Salmon, cucumber, dill vinaigrette <sup>8,C</sup>	1 item	4.95
	Corn chicken, glass noodles, pepper, cashew <sup>8,M</sup>	1 item	4.95
	Kalbsfleischpflanzerl, Bavarian potato salad, mustard <sup>A,D,G,J,K</sup>	1 item	4.95
	Bavarian sausage salad, Regensburg sausage, gherkin <sup>2,8,9,A</sup>	1 item	4.95
	Black Forest cake in a jar <sup>A,D,G</sup>	1 item	5.20
	Trilogy of chocolate mousse in a jar <sup>A,D,G</sup>	1 item	5.20
	Tiramisu, hazelnut <sup>A,D,G</sup>	1 item	5.20

Minimum order quantity: 10 items per type

## Kuffler's Patisserie

Quantity	Description	Unit	EUR
	Mini muffins, mixed (allergens per type and on request)	1 item	2.00
	Mini butter croissants <sup>A,D,G</sup>	1 item	1.90
	Mini doughnuts, mixed <sup>D,G</sup>	1 item	1.80
	Danish pastries, mixed <sup>10,A,D,G</sup>	1 item	1.85
	Tray cake of the season, various types approx. 5 x 9 cm <sup>3,7,A,D,G</sup>	1 item	2.50
	French macaroons, mixed <sup>A,B,D,G,I,M</sup>	1 item	2.50
	Petits fours selection <sup>A,B,D,G,I,M</sup>	1 item	2.50
	Tea biscuits selection <sup>2,3,7,8,A,B,D,G,I,M</sup>	1 item / 1 kg	21.00

Minimum order quantity: 10 items per type

## Breakfast Snacks

Quantity	Description	Unit	EUR
	Bircher muesli with apple & berries <sup>8,D,G</sup>	1 item	3.00
	Roasted muesli with quark, treacle & barberries <sup>1,10,D,G</sup>	1 item	3.30
	Vanilla sour cream with honey & cherries <sup>1,2,10,G</sup>	1 item	4.40
	Yoghurt with honey & berries <sup>2,10,G</sup>	1 item	4.40

Minimum order quantity: 10 items per type

## Vitamin Mix

Quantity	Description	Unit	EUR
	Fresh fruit salad with mint in a jar <sup>1</sup>	1 item	3.60
	Regional & seasonal fruit basket	approx. 3.5 kg	35.00

Minimum order quantity: 10 items (fruit salad)

## Crunchy Mix

Quantity	Description	Unit	EUR
	Cashews, almonds & raisins <sup>11,B</sup>	1 kg	33.00
	Vegetable crisps & sea salt	0.3 kg	17.00
	Pretzel rods <sup>D</sup>	0.25 kg	4.85
	Peanuts, salted <sup>B</sup>	1 kg	17.25
	Chocolate or energy bars <sup>2,A,B,D,M</sup>	1 item	1.40
	Mini chocolate bars Celebrations <sup>2,A,B,D,M</sup>	1.5 kg	29.00

## Bavarian Snacks

Quantity	Description	Unit	EUR
	White sausages with sweet mustard <sup>8,9,K</sup>	7 pairs	28.50
	Viennese sausages in pairs with medium-hot mustard <sup>8,9,K</sup>	10 pairs	28.50
<b>Equipment</b>			
	Sausage cooker, electric	item / day	29.00

## Soups

Quantity	Description	Unit	EUR
	Cream of tomato soup with fresh cream, basil, croutons and bread selection <sup>J,G,D</sup>	1 liter	19.00
	Carrot ginger soup, coconut milk, turmeric and bread selection <sup>D,H</sup>	1 liter	21.00
	Savory goulash soup, diced potatoes, mixed bell peppers, marjoram & bread selection <sup>D,G,I</sup>	1 liter	25.00
	Tom Kha Gai with chicken, kefir lime, oyster mushrooms, scallions & bread selection <sup>C,D,J,L,M,N</sup>	1 liter	25.00

Other soups on request; minimum order quantity: min. 5 liters

## Crew Catering in Bento Box

Quantity	Description	Unit	EUR
	Red Thai curry, chicken, pineapple, mixed vegetables, sprouts, fragrant rice <sup>C,D,E,J,L,M</sup>	10 items	9.50
	Yellow Thai curry, eggplant, sprouts, oyster mushrooms, scallions, fragrant rice <sup>C,D,E,J,L,M</sup>	10 items	9.50
	Beef goulash, root vegetables, small potatoes <sup>G,J</sup>	10 items	9.50
	Sweet potato stew, pumpkin, sugar snap peas, chickpeas, cumin seeds <sup>H,J</sup>	10 items	9.50
	Strozapretti, baby spinach, cherry tomatoes, salsiccia <sup>A,D,J</sup>	10 items	9.50
	Sliced meat, carrot-leek vegetables, spaetzle, cream sauce <sup>A,D,G,J,K</sup>	10 items	9.50
	Pan-fried potato noodles, mixed vegetables, goat cheese <sup>A,D,G,J</sup>	10 items	9.50

Other dishes on request



## ■ Coffee & Co.

Quantity	Description	Unit	EUR
<b>Coffee</b>			
	Coffee machine, fully automatic**	on request	
	Kuffler Edition coffee beans	500 g	18.00
	Kuffler Edition espresso beans	500 g	18.00
	Filter coffee machine incl. jug & 50 coffee filters**	on request	
	Kuffler Edition ground coffee	10 x 70 g	22.00
	Nespresso machine**	on request	
	Nespresso capsules Lungo	50 items	57.00
	Nespresso capsules Espresso	50 items	57.00
	Nespresso capsules Decaffeinato	50 items	57.00
	Water heater**	on request	
<b>Tea</b>			
	Ronnefeldt Teavelope®, Earl Grey	25 bags	14.00
	Coffee cream portions	240 items	13.50
	Long-life milk, 1.5 %	1.0 l	2.30
	Sugar portions	500 items	13.80
	Honey	10 x 20 g	4.60
	Sweetener	500 items	5.50

\*\* Price per trade fair

## ■ Non-Alcoholic Beverages

plus deposit for bottles and crates

Quantity	Description	Unit	EUR
	Adelholzener Classic mineral water <sup>4,5</sup>	12 x 0.75 l	25.00
	Adelholzener Classic mineral water <sup>4,5</sup>	20 x 0.25 l	24.00
	Adelholzener Naturell still water <sup>4,5</sup>	12 x 0.75 l	25.00
	Adelholzener Naturell still water <sup>4,5</sup>	20 x 0.25 l	24.00
	Adelholzener organic apple spritzer <sup>4,5</sup>	20 x 0.50 l	25.00
	Adelholzener organic apple spritzer <sup>4,5</sup>	20 x 0.25 l	27.00
	Adelholzener organic blackcurrant <sup>4,5</sup>	20 x 0.50 l	25.00
	Adelholzener organic blackcurrant <sup>4,5</sup>	20 x 0.25 l	27.00
	Adelholzener organic rhubarb <sup>4,5</sup>	20 x 0.50 l	25.00
	Adelholzener organic rhubarb <sup>4,5</sup>	20 x 0.25 l	27.00
	Coca Cola <sup>1,3,5,8,9</sup>	24 x 0.20 l	25.50
	Coca Cola <sup>1,3,5,8,9</sup>	12 x 1.0 l	31.00
	Coca Cola Light <sup>1,3,5,8,9</sup>	24 x 0.20 l	25.50
	Coca Cola Light <sup>1,3,5,8,9</sup>	12 x 1.0 l	31.00
	Coca Cola Zero <sup>1,3,5,8,9</sup>	24 x 0.20 l	25.50
	Coca Cola Zero <sup>1,3,5,8,9</sup>	12 x 1.0 l	31.00
	Red Bull, cans	24 x 0.25 l	45.00
<b>Freshly Pressed Juices*</b>			
	Orange juice	1.0 l	14.00
	Vitamin power (orange, apple, papaya, banana, guava)	1.0 l	14.00

	Summer cocktail (orange, apple, strawberry, lemon)	1.0 l	14.00
<b>Premium juices / van Nahmen*</b>			
	Apple juice from orchard meadows	6 x 0.75 l	45.00
	Apricot nectar "Orange de Provence"	6 x 0.75 l	45.00
	Blackcurrant nectar	6 x 0.75 l	45.00
	White peach nectar	6 x 0.75 l	45.00
	Dornfelder grape juice	6 x 0.75 l	45.00
	Rhubarb nectar (Sutton / Frambozen)	6 x 0.75 l	45.00
<b>Standard juices / Wolfra*</b>			
	Orange juice <sup>9</sup>	30 x 0.20 l	34.00
	Orange juice <sup>9</sup>	6 x 1.0 l	28.00
	Apple juice <sup>9</sup>	30 x 0.20 l	34.00
	Apple juice <sup>9</sup>	6 x 1.0 l	28.00

\* keeps for 2 days at 6°C. Minimum order quantity per type per day 6 liters.

Further Coca Cola products and other juices available on request!  
We would be please to supply you with PET bottles.

## ■ Wine / Sparkling Wine / Champagne

Quantity	Description	Unit	EUR
<b>Wine</b>			
	Kuffler Edition, white (grape type on request)	6 x 0.75 l	87.00
	Kuffler Edition, red (grape type on request)	6 x 0.75 l	93.00
<b>Prosecco / Sparkling wine</b>			
	Kuffler Edition sparkling wine	6 x 0.75 l	96.00
	Kuffler Edition Prosecco	6 x 0.75 l	90.00
<b>Champagne</b>			
	Moët & Chandon Brut Impérial	0.75 l	55.00

We would be pleased to supply you with a further selection of wines and sparkling wines.

## ■ Beer

plus deposit for bottles and crates

Quantity	Description	Unit	EUR
<b>Bottled beer</b>		<b>1 crate each</b>	
	Tegernsee pale ale <sup>D</sup>	20 x 0.5 l	39.50
	Tegernsee pale ale <sup>D</sup>	24 x 0.33 l	39.50
	Pale ale, non-alcoholic <sup>D</sup>	20 x 0.5 l	34.00
	Paulaner wheat beer <sup>D</sup>	20 x 0.5 l	35.50
	Paulaner wheat beer, non-alcoholic <sup>D</sup>	20 x 0.5 l	35.50
	Tegernsee pilsner beer <sup>D</sup>	24 x 0.33 l	32.00
<b>Keg beer</b>		<b>1 keg à</b>	
	Tegernsee pale ale <sup>D</sup>	30 l	105.00
	Paulaner wheat beer <sup>D</sup>	30 l	110.00
	Becks pilsner beer <sup>D</sup>	30 l	110.00

We would be pleased to supply you with further beers and sizes on request.



## ■ Beer Dispensers

Quantity	Description	Unit	EUR
	Beer dispenser, countertop, 1 tap**	on request	
	Beer dispenser, tabletop, 2 taps**	on request	
	CO <sup>2</sup>	on request	

Optionally, we would be pleased to supply you—subject to availability—with a modern dispensing tower for installation with a cooling unit fitted underneath the countertop or python tube!

\*\* Price per trade fair incl. setup, instruction and installation

## ■ Miscellaneous

Quantity	Description	Unit	EUR
	Napkins 33 x 33 cm (choice of colors)	250 items	5.50
	Cocktail napkins 24 x 24 cm (choice of colors)	250 items	5.50
	Kitchen paper (roll)	item	2.00
	Sponge cloth	pack of 5	7.50
	Dish detergent	bottle	5.50
	Tea towel incl. cleaning	item	1.50
	Tableware, glasses, cutlery (coffee tableware set / long drink glasses / dessert plates 21 cm)**	on request	
	Service staff	per hour on request	

\*\*\* Breakage and loss will be charged.

All prices are subject to statutory VAT (currently 19%).

## ■ Allergens & Additives

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

### Substances subject to mandatory declaration

#### Additives

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

#### Ingredients capable of triggering allergies and intolerances

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

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

## ■ Important Notes

### Ordering procedure, follow-on orders

You are kindly asked to send this order form back to us no later than seven working days prior to the start of the trade fair. Please note the minimum order quantity and value for food. The minimum order value is EUR 800.00 net per initial order plus transport costs. Additional orders are not subject to a minimum order value. During the fair, follow-on orders can be placed for the following day by 14:00 at phone no. **+49 89 360 392 814** or by e-mail to **catering-muenchen@kuffler.de**.

### Scope of supply

The scope of supply includes delivery to the exhibition stand. A one-off transport charge of EUR 25.00 is raised per day plus a fixed staff fee of EUR 75.00 per day. Deliveries to conference rooms or restaurants at the exhibition center are only possible in conjunction with an order for staff support. We would be pleased to provide you with an individual quote for this. All prices are in euros plus the statutory value-added tax valid at the time of billing.

### Returns

On the last day of the trade fair, empties, unused items and rental equipment will be collected. Please note that only complete units of unused items in their original packaging will be refunded. The items will be collected after the fair is over. A return charge of EUR 4.00 per full crate will be raised. Any items for collection still on your stand will be collected after the fair. You are required to keep items supplied to you in a safe place until they are collected from the stand and to have them handed over to our logistics staff by an authorized person.

## ■ Method of payment

For orders with a billing address in Germany and a net order value in excess of EUR 2,500.00, advance payment amounting to 80% of the total cost is due. This is payable immediately upon placement of the order.

For orders with a billing address outside Germany, advance payment amounting to 100% of the total order value is due.

The billing amount will be deducted from your credit card.

### Payment via credit card

The billing amount will be deducted from your credit card. The invoice will then be sent to you by mail or, if requested, by e-mail.

We accept MASTERCARD and VISA.

### Payment via invoice

The invoice will be sent to you by mail or, if requested, by e-mail.

The billing amount is due for payment without deduction immediately.

### Any contract agreed is concluded between the exhibitor and Kuffler Catering Service GmbH & Co. KG.

We would be pleased to provide you with a detailed quotation for your stand catering, stand party or conference support on request and also advise you with regard to other foods and beverages. Do not hesitate to contact us by phone on +49 89 360 392 814 or e-mail at **catering-muenchen@kuffler.de**.

Our offers are based on the General Terms and Conditions of Business set out on the pages below.

## ■ General Terms and Conditions of Business (GTCB)

for deliveries and services of Kuffler Catering Service GmbH & Co. KG for catering at the Messe München exhibition center.

### I. Scope of application

These GTCB apply to all contracts for catering services as well as all deliveries and services provided by Kuffler GmbH Catering Service GmbH & Co. KG (= contractor) vis-à-vis the customer for catering purposes at the Messe München exhibition center. The customer's GTCB only apply if they have been agreed explicitly in writing.

### II. Conclusion of contract, contracting parties and advance payment

1. The contract is concluded by way of acceptance of the application of the customer by the contractor; these are the contracting parties. If the ordering party for the event is not the customer or if an agent or organizer is appointed by the customer, the agent or organizer is liable together with the customer jointly and severally for all obligations arising from the contract insofar as the contractor has been provided with a corresponding declaration.
2. Upon conclusion of contract, the customer is to pay the contractor 80% of the cost of the services arising from the order as well as of all additional services ordered as an advance payment or in the form of a credit card guarantee. If the customer's legal registered office or residence is not in Germany, the contractor is furthermore entitled to demand advance payment or credit card guarantee up to the full remuneration agreed. In the case of bank transfer, the customer is to state the date and name of the event.
3. In justified cases e.g. default of payment by the customer or extension of the scope of contract by the customer, the contractor is entitled to demand a further advance payment or credit card guarantee up to the full amount of the menu or service cost arising from the order.
4. The contractor is entitled to withdraw from the contract if the advance payment on the catering price and the price of the additional services agreed is not made 14 days prior to the event at the latest.

### III. Services, changes to quantities, prices, acceptance of order, minimum order value, final payment

1. The scope of service is deemed to have been agreed bindingly in respect of the food and beverages ordered, the number of persons and equipment as well as the start and end of the event concerned with the customer's signature.
2. The contractor is entitled to decline an extension of the scope of service requested by the customer if this is not ordered in writing from the contractor no less than five working days prior to the start of the event. Section II no. 2 of this agreement applies correspondingly.
3. In cases where, for reasons that are not the responsibility of the contractor, his legal representatives and agents, parts of the catering have to be replaced by other equivalent food and beverages, the contractor is entitled to change the composition of the menus. In such case, the contractor is to ensure that replacement product comes as close as possible to the product it is replacing. If the purchase of the goods for the replacement product incurs a cost increase of more than 5%, the share of the cost exceeding 5% is payable by the customer.
4. The scope of service stated by the customer and confirmed by his signature serves as the basis of calculation. Additional services of any kind ordered or used by the customer will be billed in accordance with the actual cost incurred. The daily delivery to the customer is based on the order placed in writing by the customer with the contractor. Any increase in quantity or additional orders for the following day can only be communicated to the contractor in a binding manner up to 10:00 on the previous day. Change requests or reductions in quantity notified after this time cannot be considered. In the case of special events (e.g. stand party, press conference, etc.), the customer undertakes to provide written notification of the final selection of foods and beverages no later than seven working days prior to the start of the event. If notification is provided later than this, the scope of service originally stated by the customer is considered to be the basis of calculation.
5. The customer is obliged to pay the prices agreed for the services ordered and used or the prices applying in accordance with the contractor's valid price list without deduction. This applies notably to the additional services organized by the contractor and to any payments made by the contractor, his legal representatives and agents to third parties particularly in respect of claims from copyright companies.
6. The prices set out in the quote from the contractor are net and subject to statutory value-added tax. Until such time as the order is accepted by the contrac-

tor, all offers are non-binding. If the period between the conclusion of contract between the customer and the contractor and the date of the event is longer than 120 days and the contractor's prices have increased in the meantime, the contractor is permitted to demand the increased service price from the customer.

7. The minimum order value amounts to EUR 800 net per trade fair per customer, whereby additional orders and special events do not count toward this amount.
8. The final invoice is issued immediately after the event. The billing amount for domestic customers is due without deduction immediately upon receipt of invoice. For customers based outside Germany, the billing amount is due for payment immediately after the event, either via credit card or in cash. Any other arrangement only applies exceptionally if the contracting parties agree this in writing prior to the event.

### IV. Delivery times and rental tableware

1. The daily delivery of the orders placed by the customer with the contractor is carried out exclusively between 08:00 and 09:00 (early round) and 11:00 and 12:00 (midday round) except in the case of orders for special events.
2. Any deliveries at times other than those stated under no. 1 are special trips and are subject to costs payable by the customer. The contractor is entitled to charge the customer EUR 25 plus VAT for each special trip required by the customer. The aforementioned rules apply notably to deliveries prior to the start and after the end of the trade fair concerned.
3. The customer undertakes to clear food leftovers, napkins, etc. from rental tableware provided by the contractor prior to its return or collection.

### V. Liability of the customer for items and equipment rented from and provided by the contractor

1. The customer undertakes to treat the items and equipment rented from and provided by the contractor with care. He assumes the liability for damage to these objects for the period in which they are in his care or on his exhibition stand.
2. If maintenance visits by the contractor or persons appointed by him are required due to the incorrect use or soiling of the items and equipment rented from and provided by the contractor by the customer or persons whose conduct is attributable to the latter, the costs thereby incurred are payable by the customer.

### VI. Offsetting and assignment

1. The customer may only offset or reduce a receivable of the contractor or assert a right of retention vis-à-vis an undisputed or legally valid claim.
2. The assignment or pledging of claims or rights to which the customer is entitled vis-à-vis the contractor is ruled out. Any other arrangement only applies with the explicit written consent of the contractor.

### VII. Cancellation, duties, liability, compensation, limitation period

1. The customer is entitled to cancel the order free of charge up to ten working days prior to the start of the event.
2. If the customer cancels the order between nine and five days prior to the start of the event, the contractor is entitled to bill the customer with up to 50% of the order amount arising from the order as flat-rate compensation.
3. If the customer cancels the order later than five days prior to the start of the event, the contractor is entitled to bill the customer with 100% of the order amount arising from the order as flat-rate compensation.
4. The aforementioned rules apply correspondingly if the number of persons required is reduced. The customer is entitled to prove that the contractor has suffered no damage at all or considerably less damage than the flat-rate compensation set out above.
5. The contractor is liable with the due diligence of a prudent merchant for his obligations arising from this contract. Compensation claims from the customer are ruled out apart from compensation for injury to life, limb or health insofar as the contractor is responsible for the violation of duty, for other damage attributable to the contractor's willful or grossly negligent violation of duty and for damage attributable to the contractor's willful or grossly negligent violation of duties typical of the contract concerned. The violation of duty on the part of the legal representatives or agents of the contractor equate to that of the contractor

himself. The provisions set out in the German Product Liability Act (ProdHaftG) remain unaffected.

6. All claims vis-à-vis the contractor lapse on principle within one year of the start of the statutory period of limitation. Compensation claims lapse after five years at the latest irrespective of when knowledge of the matter is gained. The reduced periods of limitation do not apply to claims based on the contractor's willful or grossly negligent violation of duty.

#### **VIII. Data protection**

1. The customer agrees to the storage of his data by the contractor insofar as the data concerned is required for the proper execution of the order and due handling of the business relationship, whereby the customer agrees explicitly to the data being processed with the aid of automatic data processing systems. The contractor warrants that the data concerned will be used explicitly only for the aforementioned purposes.

#### **IX. Final provisions**

1. Amendments or additions to the contract, the acceptance of orders or these GTCB for events must be set out in writing.
2. The place of performance and payment is the contractor's registered office.
3. The exclusive place of jurisdiction for commercial transactions—for disputes also concerning checks and bills of exchange—is the contractor's registered company office. Insofar as a contracting party meets the requirements set out under section 38 (2) of the German Code of Civil Procedure (ZPO) and has no general place of jurisdiction in Germany, the contractor's registered company office is likewise considered the place of jurisdiction.
4. German law applies.
5. Should one provision of these GTCB be ineffective or invalid, the validity of the other provisions remains unaffected by this.

### Tasty Open Sandwiches



Fennel salami & olive



Spicy salmon & mustard dill

### Kuffler's Crusty Roll Sandwiches



Brie & sweet grape



Turkey mortadella & remoulade

### Vinschgerl Sandwiches



Bavarian camembert & parsley



Center-cut ham & cornichon

### From Kuffler's Bakery



Pretzel



Quiche Légumes

### Finger Food



Trout, horseradish, dill



Veal, tuna, caper

### Flying Cocktails



Bavarian sausage salad, Regensburg sausage, gherkin

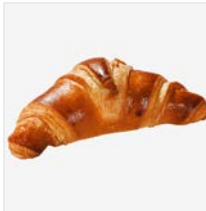


Corn chicken, glass noodles, pepper, cashew

### Kuffler's Patisserie

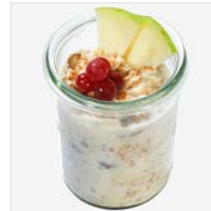


Tray cake of the season, various types



Mini butter croissant

### Breakfast Snacks



Bircher muesli with apple & berries



Muesli with quark, treacle & barberries

**Contact and invoicing:**

WL Coffee&Stuff GmbH  
Kreuzstraße 16 | 85664 Hohenlinden | Germany  
Tel. +49 89 379160741 | Mobile +49 176 10308307  
info@coffee-stuff.de | www.coffee-stuff.de

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

## Coffee machines

Quantity	Description	Unit	EUR
<b>Fully automatic coffee machines</b>			
	<b>Nivona 7 Series</b> Suitable for 2 x coffee/espresso, 1 x cappuccino/macchiato or 1 x hot water, capacity: 30 cups/day, up to 10 cups/hour. Power/consumption: 230 V/1.5 kW, W x H x D in mm: 240 x 340 x 460, weight, dry: 11 kg	1	180.00
	<b>Nivona 8 Series</b> More aroma and even better coffee taste, combined with high user-friendliness. Suitable for making 2 x coffee/espresso, 2 x cappuccino/macchiato or 1 x hot water. Capacity: 30 cups/day, up to 15 cups/hour. Power/consumption: 230 V/1.5 kW, W x H x D in mm: 240 x 340 x 460, weight, dry: 11 kg	1	220.00
	<b>Nivona 9 Series</b> State-of-the-art coffee making. 5" Touch display, illuminated water tank (eight colors), quiet grinder. Suitable for 2 x coffee/espresso, 2 x cappuccino/macchiato or 1 x hot water, capacity: 50 cups/day, up to 20 cups/hour. Power/consumption: 230 V/1.5 kW, W x H x D in mm: 280 x 360 x 560, weight, dry: 15 kg	1	250.00
	<b>Nivona 1030</b> Very quiet grinder, large bean container, large water tank, twin thermo block. Capacity: 100 cups/day, up to 30 cups/hour. Power/consumption: 230 V/2.7 kW, W x H x D in mm: 300 x 420 x 480, weight, dry: 17 kg	1	290.00
	<b>Jura WE 6</b> Coffee classic for your exhibition stand—from ristretto and espresso down to a café crema. Suitable for 2 x coffee/espresso/ristretto or 1 x hot water, capacity: 30 cups/day, up to 15 cups/hour. Power/consumption: 230 V/1.5 kW, W x H x D in mm: 295 x 419 x 444, weight, dry: 10 kg	1	250.00
	<b>Jura WE 8</b> Coffee specialties with simple operation thanks to the one-touch function. Suitable for 2 x coffee/espresso, 1 x cappuccino/macchiato or 1 x hot water. Capacity: 30 cups/day, up to 15 cups/hour. Power/consumption: 230 V/1.5 kW, W x H x D in mm: 295 x 419 x 444, weight, dry: 10 kg	1	290.00
	<b>Jura Xs9 Classic</b> The robust allrounder. Suitable for 2 x coffee/espresso, 1x cappuccino/macchiato or 1 x hot water, capacity: 60 cups/day, up to 25 cups/hour. Power/consumption: 230 V/1.5 kW, W x H x D in mm: 410 x 470 x 390, weight, dry: 14 kg	1	290.00
	<b>Jura XJ9 Professional</b> Suitable for 2 x coffee/espresso, 1 x cappuccino/macchiato or 1 x hot water. Capacity: 60 cups/day, up to 25 cups/hour. Power/consumption: 230 V/1.5 kW, W x H x D in mm: 340 x 500 x 440, weight, dry: 13 kg	1	330.00
	<b>Jura Impressa X9 Classic</b> Very powerful and fast with two heating circuits. Suitable for 2 x coffee/espresso, 1x cappuccino/macchiato or 1 x hot water (steam valve). Capacity: 100 cups/day, up to 45 cups/hour. Power/consumption: 230 V/2.2 kW, W x H x D in mm: 430 x 590 x 510, weight, dry: 21 kg	1	440.00



	<b>Jura Giga X7/8/9</b> Designed for maximum performance, intuitive operation via touch display. Suitable for 2 x coffee/espresso/ristretto, 2 x cappuccino/macchiato or 1 x hot water. Capacity: 200 cups/day, up to 80 cups/hour. Power/consumption: 230 V / 2.7 kW, W x H x D in mm: 370 x 580 x 500, weight, dry: 19 kg	1	690.00
	<b>Macchiavalley Nevis</b> The machine is noise reduced by 50% and therefore ideal for conference rooms. Suitable for 2 x coffee/espresso, 1 x cappuccino/macchiato or 1 x hot water (coffee pot function). Capacity: 80 cups/day, up to 30 cups/hour. Power/consumption: 230 V / 1.5 kW, W x H x D in mm: 360 x 520 x 490, weight, dry: 19 kg	1	350.00
	<b>Macchiavalley Fuego</b> Excellent design combined with a quiet grinder and optimum noise insulation. Thanks to the noise reduction, coffee preparation is incredibly quiet. This exceptionally quiet brewer and grinder operation is achieved due to an insulating housing. Suitable for 2 x coffee/espresso, 2 x cappuccino/macchiato or 1 x hot water. Capacity: 30 cups/day, up to 20 cups/hour. Power/consumption: 230 V / 1.6 kW, W x H x D in mm: 380 x 410 x 450, weight, dry: 19 kg	1	1,190.00
	<b>WMF 1000</b> Matte brushed stainless steel meets design and extremely quiet coffee making. The exceptionally quiet brewer and grinder units are low noise due to the insulating housing. Suitable for 2 x coffee/espresso, 2 x cappuccino/macchiato or 1 x hot water. Capacity: 30 cups/day, up to 20 cups/hour. Power/consumption: 230 V / 1.6 kW, W x H x D in mm: 380 x 410 x 450, weight, dry: 19 kg	1	290.00
	<b>Milk cooler</b> Matching milk cooler as a supplement to your coffee machine order (indispensable when using fresh milk).	1	30.00
<b>Portafilter machines</b>			
	<b>ECM Technika</b> Sophisticated technology and elegant design (single spout). The ECM Technika features: professional lever valves for steam and hot water dispensing, pressure gauge, high quality ECM brewing unit, quiet rotary pump, switchable from water tank to mains water connection (please order water connection separately in the exhibitor shop under Technical Installations). Coffee machine delivery includes accessories (coffee grinder, coffee grounds knockbox, tamper, milk jug). Power/consumption: 230 V / 1.4 kW, W x H x D in mm: 325 x 475 x 390, weight, dry: 28 kg, 3-l water tank, mains water connection possible	1	450.00
	<b>ECM Elektronika</b> Professional technology for your exhibition stand (double spout). The ECM Elektronika features: professional lever valves for steam and hot water dispensing, 2 pressure gauges, high quality ECM brewing units, professional pressure and temperature monitoring (pressostat), automatic boiler filling, 2 ergonomically angled ECM portafilters with balanced weight distribution. Coffee machine delivery includes accessories (coffee grinder, coffee grounds knockbox, tamper, milk jug). Power/consumption: 230 V / 2.5 kW, W x H x D in mm: 585 x 475 x 445, weight, dry: 44 kg, 3-l water tank, mains water connection is possible and recommended. Please order the required water connection separately in the exhibitor shop under Technical Installations.	1	990.00
	<b>Machines with triple-spout brewing units</b> Models from retro to modern with special finishes or different designs. We will be happy to provide you with a quote tailored to your needs.	1	on request
	<b>Trained baristas</b> We offer specially trained staff for the operation of portafilter machines—guaranteed to provide maximum coffee enjoyment.	1	on request
	<b>Additional coffee grinder</b> Required if a second type of coffee is used.	1	50.00
<b>Filter coffee machines</b>			
	<b>Bonamat Mondo 2</b> Delicious, fresh filter coffee, with LED water level indicator and self-regulating hot plates. Power/consumption: 230 V / 2.5 kW, capacity per hour: 144 cups, W x H x D in mm: 195 x 406 x 446, weight, dry: 9 kg	1	100.00
	<b>Glass coffee decanter for Mondo 2</b> Bonamat coffee decanter with hinged lid	1	10.00
	<b>Bonamat TH 10</b> Fast and easy—the best filter coffee in thermal coffee decanters. The TH 10 brews tasty fresh coffee directly into the special Bravilor Bonamat airpot or thermal decanter. This ensures that the aroma is retained for a long time. Power/consumption: 230 V / 2.5 kW. Capacity per hour 152 cups, W x H x D in mm: 235 x 406 x 545, weight, dry: 10 kg	1	120.00
	<b>Pump action thermos for TH10</b> Bonamat Airpot Furento (pump action thermos): Delicious fresh coffee, but how to keep it tasty and hot? Choose the Airpot Furento by Bravilor Bonamat. The airpot has a modern design—durable, effective and ergonomic.	1	15.00

## ■ Coffee

Quantity	Description	Unit	EUR
MIKAH—GOURMET ITALIAN COFFEE since 1984			
	<b>BLEND 1: OPERA—the coffee concert</b> A symphony comprising 100 % Arabica beans from South America and Asia with a very small share of beans from Central Africa. Medium body, sweet taste and very elegant aroma. A symphony of the senses.	1 kg beans	29.90
	<b>BLEND 2: BELLINO—a great personality</b> 80 % washed Arabica beans from the Caribbean combined with 20 % Kappi-Royal 17 Robusta beans from the Chandragir plantation in the Indian state of Karnataka. The perfect northern Italian espresso blend. Without a trace of bitterness, it has an intensive yet mildly chocolatey taste.	1 kg beans	28.90
	<b>BLEND 3: VIVALDO—everybody's darling</b> A typical Italian coffee blend comprising 70 % Arabica and 30 % choice Robusta beans. A real 'darling' with its strikingly full-bodied and, at the same time, rounded flavor.	1 kg beans	26.90
	<b>BLEND 4: ROSSINO—all day—all night</b> Arouse your senses with our blend of 60 % Arabica and 40 % Robusta beans for the true fans of classic filter coffee or coffee crema. Full body, full aroma and little acidity—truly a dream both day and night!	1 kg beans	26.90
	<b>BLEND 5: PICCANTO—the magician—decaf</b> We often believe that decaffeinated coffee cannot be compared to normal coffee. This blend is 97 % decaffeinated in purely physical terms and free of chemical residues. Piccanto is a 100 % Arabica blend—a veritable magician disproving all clichés.	250 g ground	9.90
	<b>BLEND 7: MILANO—a typical Italian</b> Let yourself be captivated by our newest Milan blend. A perfect coffee delight satisfying all lovers of full-flavored roasts.	1 kg beans	24.90
	<b>BLEND 10: NATURA—organic</b> The term nature is closely associated with the environment and sustainability. NATURA is our certified organic blend from ecological and sustainable coffee cultivation. No. 10 is roasted in best MIKAH tradition, bringing the unique emotions of our nature directly into your cup.	1 kg beans	29.90

## ■ Coffee supplies

Quantity	Description	Unit	EUR
	<b>Organic fresh milk <sup>G</sup></b> Organic pasture milk in a 1-l returnable glass bottle. When using fresh milk, you need a refrigerator on the stand and a milk cooler as a supplement to the fully automatic coffee machine.	1 l	2.60
	<b>Organic UHT milk, tetra pack <sup>G</sup></b> Organic UHT milk with 3.5% fat content for a creamy milk foam.	1 l	2.10
	<b>Organic beet sugar</b> Organic beet sugar from regional production, because we do not want rainforests to give way for agricultural land.	500 g	5.90
	<b>Organic sugar portions</b> Organic sugar packaged in recycled paper.	100 x 3.6 g	5.50
	<b>Glass straws</b> The straws are very durable and can be easily cleaned in the dishwasher cutlery box.	1	1.50
Allergens & Additives: G = Milk / Milk products			

## ■ Rent-a-Mobile Bar

Quantity	Description	Unit	EUR
	<b>APE with two fully automatic coffee machines</b> Historic APEs in colors red, blue or beige, incl. 2 Jura Impressa X9 fully automatic machines.	1	1,990.00
	<b>APE with portafilter coffee machine</b> Historic APE in colors red, blue or beige, equipped with a double spout portafilter machine incl. grinder and accessories.	1	2,250.00
	<b>Fiat 500 coffee bar with fully automatic machine</b> Fiat 500 Oldtimer, equipped with a Jura Impressa X9 fully automatic coffee machine.	1	2,490.00
	<b>Fiat 500 coffee bar with portafilter machine</b> Fiat 500 Oldtimer, equipped with a double-spout portafilter machine incl. grinder and accessories.	1	2,690.00

Place / date

Company stamp and legally binding signature of exhibitor

## ■ General Terms and Conditions of Rental (GTC)

- §1 These terms and conditions of business and rental (GTC) apply until further notice for all supply of event items, merchandise and services by the firm "WL Coffee&Stuff GmbH" on the exhibition grounds of Messe München, and are an integral part of each trade show confirmation.
- §2 The rented items and equipment are the property of:  
WL Coffee&Stuff GmbH, Kreuzstraße 16, 85664 Hohenlinden
- §3 All rental prices are quoted net per event in EURO plus statutory VAT.  
– Unless otherwise agreed in the order confirmation, the rental fee is due seven days prior to the event by bank transfer to our account.  
– For payment at the booth, only cash or credit card payment will be accepted.
- §4 The minimum order value for first deliveries to the Munich exhibition grounds is EUR 50 net; we also charge a one-off delivery fee of EUR 25 plus VAT. Follow-on orders are free of delivery charges.
- §5 The rental company is not liable in any way for any damage to clothing or health caused by the use of the rental items. Any claims for damages by third parties shall be borne by the renter. The liability of the renter begins with the delivery to the stand. This applies even if the booth is not manned.
- §6 The rented items are to be treated with care by the renter and must be returned in perfect condition. The renter shall notify any loss or damage and reimburse the amount of the loss value.
- §7 In case of order cancellation by the renter seven days or less before delivery, 100% of the order value will be due as cancellation fee.  
For changes of orders seven days or less before delivery, we charge a handling fee of EUR 15.

Place of Performance and Jurisdiction for both parties is Munich.  
Hohenlinden, December 01, 2019

Fully automatic  
coffee machines



Nivona 7 Series



Nivona 1030



Jura WE 6



Jura XJ9 Professional



Jura Giga X7/8/9



Macchiavalley Fuego



WMF 1000

Portafilter  
machines



ECM Elektronika



ECM Technika



Coffee grinder

Coffee



MIKAH—GOURMET  
ITALIAN COFFEE

Rent-a-Mobile Bar



APE with two fully automatic coffee machines

**Contact and invoicing:**

Stürzer Catering GmbH  
Ehamostraße 12 | 85658 Egmating bei München | Germany  
Tel. +49 8095 906670 | Fax +49 8095 2577  
mail@stuerzer-service.de  
www.stuerzer-service.de



Service quality tested  
as a service partner of  
Messe München

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

We herewith order from your range of stand catering products and services on the delivery and general business terms quoted (page 5):

## ■ For Your Stand Staff

Minimum order quantity: 10 pieces per type

Quantity	Description	Unit	EUR
	<b>Half roll I:</b> with ham, salami or cheese 1,3,4,5,6,7,D,G,H,J,L	each	2.30
	<b>Half roll III:</b> with vegetarian cheese spread or sliced cheese 3,4,5,D,G,H,L	each	2.30
	<b>Half roll IV:</b> with vegan spreads or vegetables 2,3,7,D,H,L,M	each	2.50
	<b>Half wholegrain roll I:</b> with ham, salami or cheese 1,3,4,5,6,7,D,G,H,J,L	each	2.50
	<b>Half wholegrain roll III:</b> with vegetarian cheese spread or sliced cheese 3,4,5,D,G,H,L	each	2.50
	<b>Half wholegrain roll IV:</b> with vegan spreads or vegetables 2,3,7,D,H,L,M	each	2.70
	<b>Baguette roll:</b> with ham, salami, cheese or tomato / mozzarella 1,3,4,5,6,7,D,G,H,J,L	each	3.10
	<b>Wholegrain baguette roll:</b> with ham, salami, cheese or tomato / mozzarella 1,3,4,5,6,7,D,G,H,J,L	each	3.40
	<b>Ciabatta roll:</b> with ham, salami, cheese or tomato / mozzarella 1,3,4,5,6,7,D,G,H,J,L	each	3.30
	<b>Buttered pretzel</b> D,G,H,L	each	2.10

## ■ For Your Customers

Minimum order quantity: 20 pieces per type

Quantity	Description	Unit	EUR
	<b>Canapé I:</b> with ham, salami or cheese 1,3,4,5,6,7,D,G,H,J,L	each	2.20
	<b>Canapé II:</b> with smoked salmon, pickled salmon or trout fillet C,D,G,H,J,L	each	2.70
	<b>Canapé III:</b> with vegetarian cream cheese or sliced cheese 3,4,5,D,G,H,L	each	2.20
	<b>Canapé IV:</b> with vegan spread or vegetables 2,3,7,D,H,L,M	each	2.40

	<b>Mini-Tramezzino I:</b> with ham or cheese 3,4,5,6,7,A,D,G,H,L	each	2.50
	<b>Mini tramezzino II:</b> with salmon and horse-radish cream / tuna and mayonnaise 3,4,5,D,G,H,L	each	2.70
	<b>Mini tramezzino III:</b> with vegetarian cream cheese or sliced cheese 3,4,5,A,C,D,G,H,J,L	each	2.50
	<b>Mini tramezzino IV:</b> with vegan spreads or vegetables 2,3,5,7,D,H,L,M	each	2.60
	<b>Mini wrap:</b> ham and cheese 1,3,4,5,6,7,D,G,J,K	each	2.95
	<b>Mini wrap:</b> tuna C,D,G,J,K	each	3.60
	<b>Mini wrap:</b> tomato and mozzarella 3,D,G,J,K	each	2.95
	<b>Shortcrust tartlet I:</b> onion and speck 5,6,7,A,D,G,H,J,L	each	2.40
	<b>Shortcrust tartlet II:</b> salmon and spinach 5,C,D,G,H,L	each	2.70
	<b>Shortcrust tartlet III:</b> tomato and olive 4,5,A,D,G,H,L	each	2.40
	<b>Mini skewer:</b> with homemade antipasti vegetables	each	2.50
	<b>Mini skewer:</b> with cherry tomatoes and baby mozzarella 3,G	each	2.30
	<b>Mini skewer:</b> with meatball and cucumber A,D,G,H,K,L	each	2.10

## ■ From the Sausage Pot

Minimum order quantity: white sausages 10 / Viennese sausages 20

Quantity	Description	Unit	EUR
	White sausages 1,4,5,7,J	each	1.85
	Viennese / Frankfurt sausages 1,4,5,6,J	each	1.10
	Sausage cooker (twin chamber)	each/day	25.00

## ■ From the Soup Pot

Delivered cold, minimum order quantity: 5 liters

Quantity	Description	Unit	EUR
	Potato soup with sausage slices (sausage separate) <sup>1,4,5,6,G,J</sup>	l	23.50
	Goulash soup <sup>D,J,K</sup>	l	28.50
	Carrot and ginger soup <sup>G,J</sup>	l	23.50
	Curry cream soup with vegetables and coconut milk, vegan <sup>2,D,J,M</sup>	l	23.50
	Soup pot (heatable/ electric), rental charge/ day	each	20.00

## ■ From the Bakery

Minimum order quantity: 10 pieces per type, apart from baguettes

Quantity	Description	Unit	EUR
	Pretzel <sup>D,G,H,L</sup>	each	0.95
	Kaiser roll <sup>D,G,H,L</sup>	each	0.75
	Wholegrain roll <sup>D,G,H,L</sup>	each	0.95
	Baguette <sup>D,G,H,L</sup>	each	4.40
	Wholegrain baguette <sup>D,G,H,L</sup>	each	4.70

## ■ Sweet Snacks

Minimum order quantity: 10 pieces per type, apart from petits fours and fruit

Quantity	Description	Unit	EUR
	Mini pastry, sweet <sup>3,A,D,G,M</sup>	each	1.80
	Mini croissant, sweet filling <sup>3,A,D,G,M</sup>	each	1.80
	Mini muffin <sup>7,9,A,D,G</sup>	each	1.80
	Small tray cake slices <sup>3,9,A,D,G,H,L</sup>	each	1.80
	Petits fours, mixed (30 items) <sup>3,5,A,D,G,H</sup>	box	119.90
	Fruit in a basket (from 3 kg)	kg	9.95

## ■ Savory Snacks / Biscuits

Quantity	Description	Unit	EUR
	Lotus caramel biscuits, individually packed (300 items) <sup>D,M</sup>	box	25.90
	Delacre teatime biscuits <sup>2,A,D,G,M</sup>	kg	23.90
	Celebrations (3 kg) <sup>2,A,B,G,M</sup>	pack	42.90
	Peanuts <sup>B</sup>	kg	17.90
	Salt sticks (250 g) <sup>D,H,L</sup>	pack	3.20

## ■ Beverages

Supplied in single-variety, full crates only, handling charge for the return of full crates EUR 5.00 per crate

Quantity	Description	Unit	EUR
	<b>Softdrinks</b>	<b>bottles</b>	
	Orange juice	6 x 1.0 l	17.40
	Apple juice	6 x 1.0 l	16.20
	Coca Cola <sup>3</sup>	12 x 1.0 l	27.60
	Coca Cola light <sup>3,9</sup>	12 x 1.0 l	27.60

	Adelholzener classic	12 x 0.75 l	23.40
	Adelholzener naturell (still)	12 x 0.75 l	23.40
	<b>Beer</b>		
	Paulaner pale ale <sup>D</sup>	24 x 0.33 l	40.80
	Becks pils <sup>D</sup>	24 x 0.33 l	43.20
	Lammsbräu, non-alcoholic <sup>D</sup>	20 x 0.33 l	34.00
	Paulaner wheat beer <sup>D</sup>	24 x 0.33 l	43.20
	<b>Wine &amp; Prosecco</b>		
	Cabernet Sauvignon Villa Sandi, red wine	6 x 0.75 l	95.40
	Pinot Grigio Villa Sandi, white wine	6 x 0.75 l	89.40
	Prosecco Villa Sandi	6 x 0.75 l	89.40

## ■ Coffee & Tea

Quantity	Description	Unit	EUR
	Coffee machine Jura X 7 for coffee, espresso, milk coffee and cappuccino	item/ day plus EUR 35.00 delivery fee	115.00
	Gastro coffee machine (Bonamat) incl. filters and 2 glass coffee jugs each holding 12 cups	item/ day	25.00
	Espresso beans	kg	29.90
	Coffee beans	kg	29.90
	Filter coffee in portion packs, ground, 12 cups per pack	pack	4.20
	Tea, black (25 bags)	pack	5.50
	Tea, green (25 bags)	pack	5.50
	Tea, chamomile (25 bags)	pack	5.50
	Tea, peppermint (25 bags)	pack	5.50
	Tee, fruit (25 bags)	pack	5.50
	Coffee cream (240 portions) <sup>G</sup>	box	19.90
	Sugar sticks (1,000 portions)	box	24.90
	Sweetener in individual portions (500 x 2 items) <sup>9</sup>	box	15.90
	Long-life milk 3.5 % fat (Tetra Pak) <sup>G</sup>	liter	2.40
	Electric kettle	item/ day	7.50

## ■ Miscellaneous

Quantity	Description	Unit	EUR
	Mustard, sweet, Händlmaier <sup>K</sup> (200 individual sachets 15 g each)	box	28.90
	Mustard, medium hot, Develey <sup>K</sup> (200 individual sachets 15 g each)	box	23.90
	Ketchup, Develey (150 individual sachets 20 g each)	box	29.90
	Mayonnaise, Develey <sup>A,K</sup> (150 individual sachets 20 g each)	box	29.90
	Napkins 24 x 24, Color on request! (250 items)	pack	17.90



	Napkins 33 x 33, <b>Color on request!</b> (250 items)	pack	19.90
	Kitchen paper	each	1.40
	Drip underlay	pack	3.95
	Sponge cloths	pack	6.95
	Brand washing-up liquid	bottle	4.95
	Tea towel incl. cleaning	each	1.95

## ■ Other Services

Quantity	Description	Unit	EUR
	Other food, beverages, and rental equipment available on request	each	on request

## ■ Allergens & Additives

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

### Substances subject to mandatory declaration

#### Additives

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

#### Ingredients capable of triggering allergies and intolerances

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

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

## ■ Important Notes

### Ordering procedure—quantity changes during the trade fair

The above order, in the name and for account of the exhibitor quoted on page 1 / cover sheet, becomes valid only upon the order being confirmed by Stürzer Catering GmbH. Any contract agreed is concluded between the exhibitor and Messe München GmbH's service partner. Kindly note that your signature and company stamp are required on this page for its legal validity.

You are kindly asked to send this order form back to us no later than **12 working days** prior to the start of the trade show.

Quantity changes/adjustments can be made by no later than 14:00 of the previous day by phone at +49 8095-906670. For its part, Stürzer Catering GmbH will endeavor to contact the customer at the phone number stated on a daily basis by no later than 14:00 to discuss any changes that may be required. Should Stürzer GmbHs attempt to contact the customer be unsuccessful, the quantities specified in the order placed with us will be delivered on the next show day and invoiced accordingly.

### Rental equipment and beverages

The rental equipment will be delivered during the day prior to the start of the trade fair and will remain on the stand for entire duration of the event. The customer himself is responsible for washing and cleaning. For all rental equipment provided, the customer or his authorized representatives are required to exercise due diligence in full from the time of acceptance to the time of return.

Maintenance visits caused by incorrect use or faulty operation as well as by soiling / insufficient cleaning of the rental equipment by the customer or his authorized representatives will be subject to charges at the current rates. If any rental items are lost, missing or damaged, the cost of their replacement will be charged to the customer.

### Beverages will be delivered during the day prior to the start of the trade fair.

Kindly note that we can only accept the return of full crates per beverage type and /or full, intact barrels /PREMIX cartridges. Per full crate, we raise a net handling charge of EUR 5.00, per barrel EUR 12.00, per PREMIX cartridge EUR 22.00 plus statutory value added tax.

Empties and rental equipment will be collected at the end of the last day of the trade show, pursuant to Messe München GmbH's applicable terms of access for vehicles.

### Delivery times and costs

**One** delivery per exhibition day is made free of charge within the scope of our regular tours (early tour between 08:00 and 09:00, midday tour between 11:00 and 12:00). EUR 25.00 plus VAT will be charged for any additional delivery during regular tours. Special trips outside the regular tours will be charged at EUR 50.00 plus VAT. Deliveries prior to the start of the trade fair (catering for setup period) or after the fair has ended (catering for dismantling period) are subject to a charge amounting to EUR 25.00 per journey plus statutory VAT. Conference room catering for up to 50 persons can only be booked in conjunction with general stand catering. For any orders placed falling short of our minimum order value of EUR 1,000.00 net per trade fair, we raise a handling charge of EUR 29.00 net.

## ■ Method of Payment

- Invoices are issued after the trade show has ended. The billing amount is due for payment without deduction ten days after the invoice date.
- The correct invoice address and all other details relevant to invoicing are to be notified bindingly in writing to Stürzer Catering GmbH upon order placement. For any corrections to the invoice, for which the contractor is not responsible, a handling charge of EUR 30.00 net will be raised.
- For orders with a billing address outside Germany, advance payment amounting to 100% of the estimated total order value is due. The advance payment amount must be received in Stürzer Catering GmbH's account by no later than ten working days prior to the start of the trade fair. For payments from non-EU countries, we charge a fee of 1.5% of the total invoice amount, but minimum EUR 35.00 net.
- For any orders placed falling short of our minimum order value of EUR 1,000.00 net per trade fair, we raise a handling charge of EUR 29.00 net.

## ■ Invoice Address

Company

Department/Contact

Street/P.O. Box

Postcode/Town/Country

Tax number

VAT number

## ■ Contacts During the Trade Fair

Name

Mobile number

Name

Mobile number

## ■ Delivery Tours

- ☐ Early tour—between 08:00 and 09:00  
☐ Midday tour—between 11:00 and 12:00

Rental equipment and beverages will be delivered during the day prior to the start of the trade fair.

Any contract agreed is concluded between the exhibitor and Messe München GmbH's accredited contractor.

We have noted the General Terms and Conditions of Business set out on page 6 and accept them as a constituent part of this contract.

Place / date

Company stamp and legally binding signature of exhibitor

## ■ General Terms and Conditions of Business, Trade Fair Catering

### Prices / Order acceptance

The quoted prices are net prices plus statutory value added tax. If the time period between order acceptance and the beginning of the event exceeds 120 days, Stürzer Catering GmbH reserves the right to make price changes. All quotations will remain non-binding until order acceptance.

### Selection of items

Stürzer Catering GmbH will make every effort to make all items available as offered or listed, but reserves the right to make changes. Acceptance of procurement risk or guarantees, of any kind whatsoever, is not possible. Deviations from order specifications do not entitle the customer to price reductions.

### Minimum order value

For any orders placed falling short of our minimum order value of EUR 1,000 net per exhibition, we charge a processing fee of EUR 29 net.

### Changes / adjustments of quantity during the trade fair

Daily delivery will be made on the basis of the order placed in writing. Changes / adjustments of quantity or additional orders for the following trade-fair day, can be made by phone until 14:00 on the previous day. For its part, Stürzer Catering GmbH will endeavor to contact the customer daily by no later than 14:00 at the phone number which has to be provided under the contract in order to discuss any changes. Should Stürzer Catering GmbH's attempt to contact the customer be unsuccessful, the quantity specified in the order will be delivered on the next day of the trade fair and invoiced accordingly. Requests for changes received later cannot be considered or only conditionally.

For special events (press conferences, booth parties, etc.) the customer will undertake to officially inform Stürzer Catering GmbH of the exact number of participants and the final selection of food and beverages no later than seven working days before the event. These details are deemed to be guaranteed contract terms and shall be taken into account accordingly in the final invoice.

### Deficiencies / Exchange

Obvious deficiencies can only be considered if reported immediately after receiving the goods. Complaints filed at a later stage can no longer be considered. Exchange of incorrectly ordered goods is possible only conditionally and not at all for food-stuffs and other perishable goods. Hidden deficiencies in goods delivered must be reported immediately to Stürzer Catering GmbH, but no later than 24 hours after discovery. Stürzer Catering GmbH will not be liable for any inappropriate storage on the part of the customer.

### Return of soiled tableware

For reasons of hygiene, leftovers, napkins, etc. should be removed from rented tableware. In case of non-compliance, a surcharge of 30% will be added to the rental fee.

### Delivery / collection of empties

If no delivery or only delayed delivery can take place due to interruptions in the operations or at the warehouse of Stürzer Catering GmbH, or its raw materials suppliers caused by strike, war, water, machinery breakdown, energy shortage, a lock-out or other unforeseen events or due to traffic obstruction, adverse weather conditions or in the case of measures taken by the authorities which obstruct delivery, orders from higher authorities or other cases of Force Majeure, this shall not automatically result in cancellation of the contract. Under no circumstances shall the ordering party be authorized to make any deductions from the agreed purchase price or to refuse payment. Stürzer Catering GmbH shall be released from the obligation to deliver if it is prevented from fulfilling its obligation as a result of the occurrence of aforementioned unforeseeable circumstances.

One delivery per exhibition day is made free of charge within the scope of our regular tours (early tour between 08:00 and 09:00, midday tour between 11:00 and 12:00. Every additional delivery during regular tours will be charged at EUR 25 plus statutory value added tax. Special trips outside the regular tours will be charged at EUR 50.00 plus VAT. Deliveries prior to the start of the trade fair (catering for set-up period) or after the fair has ended (catering for dismantling period) are subject to a charge amounting to EUR 25 per journey plus statutory value added tax.

Collection of empties on the last day of the trade fair will be made after the end of the trade pursuant to Messe München GmbH's applicable terms of access for vehicles.

### Loss or damage to (rented) items

For rented equipment or items provided, the customer is required to exercise due diligence from the time of acceptance to the time of return. If damages or losses occur due to negligence on the part of the ordering party or any fault attributable to him, in particular on the part of his employees or guests, the cost of replacement or repair will be charged to the customer. The renter is obligated to adequately insure the rental items at his own expense against fire and theft. Stürzer Catering GmbH will be entitled to any future rights arising from the insurance agreement as well as any claims for compensation. The customer shall transfer these to Stürzer Catering GmbH as security.

### Incorrect operation of loaned equipment

Maintenance visits by staff of Stürzer Catering GmbH or by service partners commissioned by the former, which have been caused by incorrect use or faulty operation as well as soiling / insufficient cleaning of the rented equipment by the renter, in particular by his employees or guests, will be charged at the current rate.

### Cancellation

If the customer cancels the contract for personnel services, we will charge the full amount as cancellation fee. Also for cancellations of food and beverage services or rental equipment as of 12 days or less before the beginning of the event, a cancellation fee in the full amount (100%) will apply. In addition, we reserve the right to charge the costs incurred up to that point in full in the event of an earlier cancellation. The customer shall have the right of providing evidence that Stürzer Catering GmbH has suffered less damage.

In the event of cancellation after the order has been placed—regardless of the period of time until the event—due to measures that hinder our ability to deliver, decrees from higher authorities, other cases of force majeure, epidemics or pandemics, we charge a processing fee amounting to 25% of the order sum and 100% for commissioned personnel services.

### Payment

Billing occurs after the event to the address specified. The correct invoice address as well as all relevant invoicing details must be communicated to Stürzer Catering GmbH in writing at order placement. A processing fee of EUR 30 net will be charged for any subsequent invoice corrections for which the contractor is not responsible. The invoice amount is due ten days after the date of invoice without any deductions. In case of late payment, Stürzer Catering GmbH is entitled by law to charge interest from the due date. Assertion of any further claims for damages remains unaffected by this. If the invoice address is outside of Germany, we demand prepayment of 100% of the estimated order volume. The prepayment must be received in our bank account ten working days before the exhibition starts. For payments from non-EU countries, we charge a fee of 1.5% of the total invoice amount, but minimum 35.00 EUR net. For all orders, Stürzer Catering GmbH retains ownership of goods delivered until the purchase price has been paid in full.

### Written form

Amendments or additions as well as annulment, even of individual provisions of these terms and conditions, must be made in writing to be binding. This shall likewise apply to the waiver of this requirement for the written form.

### Severability clause

Should a provision set out in this contract be or become invalid or unenforceable, the validity of the other contractual provisions remains unaffected.

### Place of jurisdiction and place of performance

The contractual relationship is subject to German law. If the contractual partner is a registered trader and the agreement is part of his commercial business, then the place of jurisdiction and place of performance is Munich for both parties. By placing an order, our General Terms and Conditions of Business are deemed to have been accepted as a constituent part of the contract.

### Status: April 2020

The previous GTCs are null and void! (Changes, errors, typographical and printing errors excepted)

## ■ Product Impressions

### For Your Stand Staff



Half roll I



Half roll III



Half wholegrain roll I



Half wholegrain roll III



Baguette roll



Wholegrain baguette roll



Ciabatta roll



Buttered pretzel

### For Your Customers



Canapé I



Canapé II



Canapé III



Mini tramezzino I



Mini tramezzino II



Mini tramezzino III



Mini wrap  
Ham and cheese



Mini wrap  
tuna



Mini wrap  
tomato and mozzarella



Shortcrust tartlet  
tomato and olive



Shortcrust tartlet  
onion and bacon



Mini skewer with home-  
made antipasti vegetables



Mini skewer with cherry to-  
matoes and baby mozzarella



Mini skewer with a small  
meatball and cucumber

### From the Sausage Pot



White sausages



Viennese / Frankfurt  
sausages

### From the Soup Pot



Potato soup



Goulash soup



Carrot and ginger soup

### From the Bakery



Pretzel



Kaiser roll



Wholegrain roll



Baguette





Wholegrain baguette

## Sweet Snacks



Mini pastry, sweet



Mini croissant, sweet filling



Mini muffin



Small tray cake slices



Petits fours



Fruit

## Savory Snacks / Coffee Biscuits



Lotus caramel biscuits



Delacre teatime biscuits



Celebrations



Peanuts



Salt sticks

### Contact and invoicing:

Alles Für Ihr Fest GmbH  
Wilpertinger Straße 6  
85375 Neufahrn / Germany  
messe@mietgeschirr.de  
Tel. +49 89 324927777

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

We herewith order on the rental terms quoted (kindly note that your signature is required on page 3):

## ■ Stand Equipment Packages

The complete packages may not be altered and are valid for the duration of a trade fair or event and incl. final cleaning.  
Color images of our catering rentals are available on the Internet at [www.mietgeschirr.de](http://www.mietgeschirr.de)

Quantity	Item	Description	EUR
	"Glasses and tableware"	12 coffee cups with saucers, 12 plates, 12 coffee spoons, 24 multipurpose glasses, 1 ashtray and 1 bottle opener	35.00
	"Italian coffee service"	12 cappuccino cups with saucers, 24 espresso cups with saucers, 12 latte macchiato glasses with saucers, 12 coffee spoons, 24 espresso spoons, 12 latte macchiato spoons	65.00
	"Jura espresso machine"	Jura X90 espresso machine with automatic milk frother, 1 kg espresso beans, 2 l unskimmed milk, 100 sachets of sugar	345.00
	"Kitchen accessories"	1 cutting board, 1 bread knife, 1 large kitchen knife, 1 small kitchen knife, 1 pair of scissors, 1 can opener, 2 bottle openers, 1 corkscrew	20.00
	"Cleaning kit"	2 kitchen rolls, 25 bin-liners, 1 dish-washing liquid, 1 glass cleaner, 1 fleece cleaning rag, 1 cleaning sponge, 1 cleaning pail	20,00

## ■ "Vina" Standard Glasses

Quantity	Item no.	Description	Unit	EUR/unit
	03.01	"Vina" champagne flute	33	0.60
	03.02	"Vina" white wine glass	24	0.60
	03.03	"Vina" red wine glass	24	0.60
	03.04	"Vina" water glass	33	0.60

## ■ "Fine" Exclusive glasses

Quantity	Item no.	Description	Unit	EUR/unit
	04.01	"Fine" champagne flute	33	0.65
	04.02	"Fine" white wine glass	24	0.65
	04.03	"Fine" red wine glass	24	0.65
	04.04	"Fine" water glass	33	0.65

## ■ Speciality Glasses

Quantity	Item no.	Description	Unit	EUR/unit
	04.20	Highball glass (water glass, tall)	40	0.55
	04.13	"Whisky" food glass	33	0.55
	09.20	GRAN CRUE cocktail glass	24	0.55
	09.21	"Granity tumbler" caipirinha glass	24	0.55
	09.13	Amari / Ramazotti glass, 2 cl / 4 cl	20	0.55
	09.22	Schnapps glass "Convention"	10	0.55
	04.23	"Timeless" water glass	24	0,55
	04.24	"Timeless" longdrink glass	24	0,55



## ■ Beer Glasses

Quantity	Item no.	Description	Unit	EUR/unit
	09.14	"Gambrinus" beer mug, 0.3 l	24	0.55
	09.07	"Gambrinus" beer mug, 0.4 l	20	0.55
	09.01	"Gambrinus" beer mug, 0.5 l	18	0.55
	09.02	"Willy" beer glass, 0.25 l	40	0.55
	09.03	"Willy" beer glass, 0.5 l	24	0.55
	09.04	"Bavaria" wheat beer glass, 0.3 l	33	0.55
	09.05	"Bavaria" wheat beer glass, 0.5 l	24	0.55
	09.06	"Hector" tulip beer glass, 0.3 l	33	0.55
	09.09	"Kölsch" beer glass, 0.2 l	40	0.55

## ■ Schönwald "Avanti" Chinaware

Round chinaware, puristic design

Quantity	Item no.	Description	Unit	EUR/unit
	12.01	Bread plate 16 cm	48	0.55
	12.02	Dessert plate 20 cm	36	0.55
	12.03	Dinner plate 25 cm	30	0.55
	12.05	Soup plate 21 cm	36	0.55
	12.06	Soup cup	15	0.55
	12.07	Coffee / cappuccino cup with saucer	12	1.00
	12.08	Saucer for soup cup		0.55
	12.09	Espresso cup with saucer	24	1.00
	12.26	Latte macchiato glass with saucer	12	1.00
	12.13	Sugar bowl with lid		0.55
	12.14	Cream pitcher 0.15 l		0.55
	12.17	Ashtray		0.55
	12.32	Salt and pepper shaker, filled		2.00
	19.01	Kaffeehaferl (coffee mug)	24	0.55
	19.00	Tea glass	24	0.55

## ■ Schönwald "Event" Exclusive Chinaware

White hotel chinaware, innovative design

Quantity	Item no.	Description	Unit	EUR/unit
	13.01	Bread plate 16 cm	48	0.60
	13.02	Dessert plate 20 cm	36	0.60
	13.03	Dinner plate 28 cm	24	0.60
	13.05	"Event" deep dish with flag 17 cm		0.60
	13.06	"Event" deep dish with flag 26 cm	24	0.60
	13.13	Platter, "coup" 33 cm		1.00
	13.14	Platter, tapered 32 cm		1.00
	13.15	Platter, oval 29 cm		1.00
	13.16	Platter, tapered 16 cm		0.60
	13.17	Platter, oval 14 cm		0.60

	13.40	Salad bowl, rectangular, 14 cm high		0.60
	13.41	Salad bowl, rectangular, deep, 28 cm		4.00
	13.42	Salad bowl, rectangular, deep, 35 cm		6.00
	13.43	Salad bowl, rectangular, shallow, 40 cm		6.00
	13.50	Bread basket, boat-shaped, 32 cm		1.50
	13.51	Bread basket, boat-shaped, 45 cm		2.00
	13.52	Bread basket, boat-shaped, 70 cm		3.00

## ■ "Fingerfood" Exclusive Chinaware

Quantity	Item no.	Description	EUR/unit
	10.10	"Signature" dish, oval, 11 cm	0.50
	10.11	"Signature" olive plate, oval, 9 cm	0.50
	10.20	"Fine Dining" dish, rectangular, 13 cm	0.50
	10.21	"Fine Dining" dish, oval, 13 cm	0.50
	10.30	"Pronto" gourmet dish, 12 cm	0.50
	10.31	"Karma" side dish, oval, 16 cm	0.50
	10.32	"Avignon" wave-shaped dish, 19 cm	0.50
	10.34	"Anna" dip dish, oval	0.50
	14.04	"Unlimited" Yin Yang dish, 15 cm	0.60
	14.10	"Unlimited" deep dish, oval, 16 cm	0.60
	14.13	"Unlimited" shallow dish, oval, 22 cm	0.60
	14.20	"Unlimited" teapot 0.5 l	3.00
	14.21	"Unlimited" tea bowl 0.15 l	0.60

## ■ "Hepp Premium" Cutlery

matches Schönwald "Avanti" & "Generation"

Quantity	Item no.	Description	Unit	EUR/unit
	22.01	Dinner knife	12	0.55
	22.02	Dinner fork	12	0.55
	22.03	Soup spoon	12	0.55
	22.04	Dessert knife	12	0.55
	22.05	Dessert fork	12	0.55
	22.06	Dessert spoon	12	0.55
	22.07	Coffee spoon	12	0.55
	22.08	Espresso spoon	12	0.55
	22.09	Cake fork	12	0.55
	22.11	Latte macchiato spoon	12	0.55

## ■ Table Service Accessories

Quantity	Item no.	Description	EUR/unit
	33.01	Glass pitcher 1.3 l	1.80
	30.30	"Tangram" porcelain bowl, Ø 20 cm	1.50
	30.31	"Tangram" porcelain bowl, Ø 24 cm	2.00

	30.32	"Tangram" porcelain bowl, Ø 28 cm	2.50
	30.26	"Avignon" porcelain bowl, square, 23 x 23 x 10 cm	5.00
	18.02	"Löwenkopf" weisswurst pot, 2.5 l	5.00
	31.08	3-level étagère, 50 x 38 x 32 cm	15.00
	31.05	Stainless steel platter, rectangular, 53 x 32 cm	4.00
	31.35	Non-slip, black serving tray, Ø 32 cm	3.00
	32.10	Bread basket (small, approx. Ø 20 cm)	0.50
	32.11	Bread basket (large, approx. Ø 35 cm)	2.00
	20.20	"Standard" salad servers	1.00
	20.21	"Standard" sauce ladle	1.00
	20.24	"Standard" cake server	1.00
	20.25	"Standard" cheese slicer	1.00
	33.20	Stainless steel champagne bucket	2.00

## ■ Coffee Machines

Quantity	Item no.	Description	EUR/unit
	35.10	Electric kettle, 1.7 l	10.00
	47.22	Jura X90 espresso machine, 230 V/1.35 kW, approx. 30 cups/hour	309.00
	47.23	Jura X9 espresso machine, fully automatic, with automatic milk frother, 230 V/2.5 kW, approx. 60 cups/hour	695.00

## ■ Kitchen Appliances

Quantity	Item no.	Description	EUR/unit
	32.52	Chafing dish 1/1 hotel grade w/o insert, electric, 2.2 kW/230 V	30.00
	32.57	Electric soup pot 10 l, also sausage cooker	30.00
	35.47	Microwave oven, 800 W/17 l	30.00
	35.48	Induction hob, 30 cm/230 V	35.00
	35.49	Salamander grill, 2 kW/230 V	80.00
	35.69	Stool cooker, 40 cm, 5.2 kW/16 A/380 V	120.00
	33.72	Heated trolley, 20 x 1/1 GN, 0.76 kW/230 V	240.00
	33.81	Bain-marie (water bath) with tap outlet 1/1 tabletop model, 1.5 kW/230 V	50.00
	35.63	"Rational" combination steamer CM 61, 6 x 1/1 GN, 32 A/380 V	400.00
	35.60	"Rational" combination steamer CM 101 on hurdle rack, 10 x 1/1 GN, 32 A/380 V	800.00
	35.72	Refrigerator 135 l/85 x 55 x 60 cm/0.6 kWh/24	60.00
	35.70	Refrigerator 226 l/134 x 55 x 60 cm/0.6 kWh/24	80.00
	35.71	Refrigerator with freezer compartment, blue 144 x 55 x 60 cm	80.00
	35.76	Upright freezer, 220 l/175 x 65 x 60 cm	200.00

## ■ Furniture for Stand Parties

Quantity	Item no.	Description	EUR/unit
	36.02	"Hammerschlag" bistro high table, folding Ø 85 cm	8.50
	36.51	"Chrome" bar stool with white seat upholstery	6.50
	400.01	High table MANHATTAN 75/75/112 cm	22.50
	400.02	High table MANHATTAN DUO 150/75/112 cm	45.00
	400.03	Table MANHATTAN 75/75/76 cm	16.50
	400.04	Table MANHATTAN DUO 155/75/76 cm	33.00
	400.05	Chair OLE white / multiplex / chrome	6.90
	400.06	Bar stool OLE white / multiplex / chrome	9.90
	36.55	Lounge chair JUNE white or anthracite / stackable	3.50

For more furniture items, see our website:

[www.mietgeschirr.de](http://www.mietgeschirr.de)

We will be happy to give you a quote!

## ■ Water Dispenser / Water Cooler

Water dispenser for cooled / uncooled water

Quantity	Item no.	Description	EUR/unit
	33.65	Cold / room temperature water dispenser tower, with cup dispenser, height 146 x 31 x 26 cm, 230 V	100.00
	33.66	Hot / cold / room temperature water dispenser tower, with cup dispenser, height 146 x 31 x 26 cm, 230 V	120.00
	50.70	Water in 18.9 l bottle	20.00
	53.95	100 Plastic cups for water dispenser tower, 0.2 l	6.00

The prices are stated per item for the duration of the fair or event incl. delivery to and collection from the stand and final cleaning.

Color images of our catering rentals can be viewed on the Internet at [www.mietgeschirr.de](http://www.mietgeschirr.de)

Payment on the stand—in cash or by credit card.

## ■ Rental and Business Terms

- §1 These rental and business terms (GTC) apply to all deliveries of event items, commodities and services of the company "Alles für Ihr Fest GmbH" at the Munich exhibition center until such time as they are revoked, and are a constituent part of each trade fair order confirmation as of May 1, 2019.  
All GTCs available prior to May 1, 2019 are repealed by this version.
- §2 The rented items and equipment are the property of the company:  
"Alles für Ihr Fest GmbH", Wilpertinger Straße 6, 85375 Neufahrn
- §3 The rental prices are net per event in euros and do not include statutory VAT.
- The minimum order value for the initial delivery is EUR 50.00.
  - In the absence of any agreement to the contrary in the order confirmation, the rental price is due upon handover of the items and equipment.
  - Payment may be made by cash or via credit card only.
- §4 A flat rate charge of EUR 25.00 plus statutory VAT is raised for each delivery to the Munich exhibition center.  
Orders placed before 12:00 on the day of the show will be delivered the same day.  
Orders placed after 12:00 pm on the day of the show will be delivered the next day before opening of the trade show.
- §5 The rental company shall not be liable in any way for any damage to persons or property (clothing) caused by use of the rented items. The renter shall be responsible for any claims for compensation by third parties. The liability of the renter shall begin on delivery at the stand. This shall apply even if the stand is not occupied.
- §6 The renter is expected to handle the rented items with care and return them in perfect order and condition. The renter is responsible for disclosure of damage or loss and subsequent replacement of the full value of the item.
- §7 If the renter cancels the rental order seven days prior to the delivery date, cancellation fees amounting to 75% of the order value are payable.
- §8 Kindly note the following with regard to return items:
- Prepare all items for pick-up in the appropriate transport boxes by the collection time agreed.
  - Remove leftover food from dishes and empty out drinks.
  - Return tableware and carrying cases in perfect order and condition, correctly sorted and packed.
  - Place the glasses in the transport boxes with the openings facing downwards.
  - Do not soil the transport boxes or damage the stickers.
- We reserve the right to raise an appropriate handling charge in cases of non-compliance.
- §9 Place of jurisdiction and fulfilment of the contract is Munich.

**We are always pleased to help with additional service requests.**

In addition to our service partners Able Catering GbR | Josef Able & Söhne, Käfer Service GmbH, Kuffler Catering Service GmbH & Co. KG, Stürzer Catering GmbH and Alles für Ihr Fest GmbH, the following service partners would also be pleased to support your presence at the trade fair with the provision of beverages, beverage dispensing equipment and catering services:

## ■ Beverages and beverage dispensing equipment

### **Getränke Widmann GmbH**

Beverage dispensing equipment  
Melchior-Huber-Straße 36, 85652 Ottersberg, Germany  
Tel. +49 8121 8453  
Mobile +49 177 2228453  
info@schanktec.de, www.schanktec.de

### **North Market GmbH**

Coffee, beverages, baked goods & snacks  
Untere Dorfstraße 7a, 85405 Nandlstadt, Germany  
Tel. +49 8756 913859, Fax +49 8756 913887  
Mobile +49 171-5832166  
office@northmarket.de

## ■ Catering

### **DO & CO Gastronomie GmbH**

Spiridon-Louis-Ring 7, 80809 München, Germany  
Tel. +49 89 350948540, Fax +49 89 350948541  
messe@doco.com, www.doco.com

### **Falken Feinkost Catering**

Wettersteinstr. 2, 82024 Taufkirchen, Germany  
Tel. +49 89 658953, Fax +49 89 655881  
Mobile +49 170 4087113  
info@falkenfeinkost.de, www.falkenfeinkost.de

## Return to:

the fair agency gmbh | Agentur für Messedienstleistungen  
Theresienstraße 47 b | 85399 Hallbergmoos | Germany  
Tel. +49 175 2906469  
info@the-fair-agency.com

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

**the fair agency gmbh** provides you with trained and committed personnel for your presence at trade shows/exhibitions/congresses. Our staff is flexible and has event experience. We put your ideas into practice and support you in your preparation and implementation of the event with targeted staff deployment.

## Our services in detail

- planning and organization of personnel training
- advice on the implementation of your ideas
- selection of personnel in accordance with your requirements based on file cards
- supply of individual, customized rental clothing
- you can contact us via our service hotline at any time during the event (24 hrs)
- on request, assumption of full project management on site

## We would be pleased to provide you with a non-binding quotation for

### Hostesses / Hosts / Service staff

Number of persons \_\_\_\_\_

### Duties

- ☐ Information ☐ Promotion ☐ Meet & Greet  
☐ Service ☐ Kitchen ☐ VIP care  
☐ Other (please specify) \_\_\_\_\_

### Interpreter / Translator (bookable for half day / full day only)

- ☐ Professional interpreter (simultaneous / consecutive)  
☐ Conversation interpreter (native speaker / language student)

### Language skills required

- ☐ German ☐ English ☐ French  
☐ Italian ☐ Portuguese ☐ Spanish  
☐ Other language \_\_\_\_\_

## Deployment times (including breaks)

- ☐ Briefing on day prior to trade show required (usually approx. one hour)

On the trade show days

First day	from	to	no. of hours
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Subsequent trade show days except last day	from	to	no. of hours
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Last trade show day	from	to	no. of hours
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## Type of clothing required

- ☐ Standard (suit/ladies' suit black, white blouse)  
☐ Clothing to be supplied by the exhibitor  
☐ Rental uniforms or rental clothing

please specify \_\_\_\_\_

## Notes

This is a non-binding **inquiry form**.

Based on the requirements listed above, we will draw up a specific quotation within three working days and propose suitable personnel via file cards.

Any contract agreed is concluded between the exhibitor and Messe München GmbH's contracting company following confirmation of quotation.

**the fair agency gmbh** supplies personnel in accordance with the provisions set out in the German Employment Agency Act. The prices charged include the social security deductions and taxes required by law. The service provision agreed is regularly monitored during the trade fair. Should staff members supplied for the duration of the fair be unavailable due to illness, they will be replaced at no extra cost.

Place / date

Company stamp and legally binding signature of exhibitor

## ■ Terms of booking for event personnel

### § 1 General - Area of Application

1. Our standard terms and conditions (STC) apply exclusively; conditions that are conflicting or deviate from our STC are not recognized by us unless we have consented to their applicability explicitly and in writing. Our STC also apply if we render our services even though we are aware of our client's conditions that are conflicting or deviate from our STC.
2. All agreements that deviate from our STC and are concluded between us, the supplier of temporary employees, and our client, the hirer, for the purpose of executing our client's order are valid only if they have been put in writing and signed by us with legal effect. All changes to the original order, subsidiary agreements, and additional orders are valid only if they have been put in writing and signed with legal effect.

### § 2 Offer and booking

1. In general, our offers are binding on us for a period of only three weeks, but this period can be extended by mutual agreement up to the beginning of the deployment, or possibly shortened, depending on the dates in question.
2. A booking takes legal effect when the hiring contract has been signed by both parties. Signatures are recognized as legally effective when they have been written by hand and transmitted by regular mail or when they are generally recognized electronic signatures transmitted by email.
3. By booking services pursuant to paragraph (4), the hirer expressly declares unreserved agreement with the offer's description of services and framework conditions; in particular, the hirer accepts our payment conditions and prices, and the statutory provisions of the German Temporary Employment Act (AÜG).
4. A booking is deemed as having been accepted by us when the advance payment invoice amount has been credited to our bank account and we have not refused acceptance in writing by the end of the second working day thereafter.
5. We reserve the right to dissolve a valid contract with immediate effect and to immediately withdraw the personnel supplied if we become aware that the personnel supplied are directly or indirectly deployed for execution or support of acts that are unlawful, contrary to public policy, or that pose a risk to human health.

### § 3 Termination of the Hiring Contract

The hiring contract has a limited term and therefore does not need to be terminated. This does not affect the parties' rights to cancel for good cause pursuant to sect. 626 BGB (German Civil Code).

### § 4 Inability of Committed Personnel to Work

If one or more persons committed for deployment is unable to work for reasons for which the hirer is not responsible, then we shall endeavor to provide adequate replacements. The additional costs for this will not be charged to the hirer. In the event that replacements cannot be provided, the payment due from the hirer will be reduced accordingly. Further claims by the hirer are barred unless our actions were intentional or grossly negligent.

### § 5 Complaints

1. If the personnel deployed falls short of the qualifications assured in the offer to a substantial extent, then the hirer must report this to us as soon as possible, by the end of the first day of deployment at the latest. We will then endeavor to provide a replacement with the agreed qualifications as soon as possible.
2. If the personnel deployed conduct themselves in such a way that the hirer is justified in complaining, this complaint must be notified to us directly after such an incident with a statement detailing the complaint. If the hirer is justified in demanding that a particular person be replaced, then this person must be relieved of his or her duties at once. If this person continues to work, then the right to a replacement ceases to exist.
3. If deployed personnel miss work and are to blame, the amount due from the hirer for their services shall be reduced accordingly.

### § 6 Liability

In principle, we are liable only for the qualifications of the employees we hire out, as specified in the contract, insofar as the statutory provisions do not prescribe anything else.

### § 7 Payment Conditions

1. The payment conditions are governed by the conditions in the offer and by these STC.
2. To have the effect of discharging debt, payments must be made to our bank account in euros and without any deductions (such as bank charges or costs of credit transfer).

### § 8 Applicable Law / Place of Jurisdiction

This hiring contract is governed solely by the law of the Federal Republic of Germany. The place of jurisdiction is Munich.

### § 9 Discrepancies of Translation

If there are any discrepancies between the translation of these provisions into English and the German language version, then only the German language version shall apply.

Munich, March 2013



## Return to:

Peschel Communications GmbH | Contact Anja Peschel  
Wallstraße 9 | 79098 Freiburg | Germany  
Tel. (+49 761) 38 09 69 0 | Fax (+49 761) 38 09 69 10  
Mobile (+49 171) 434 85 95  
kontakt@peschel-communications.de | www.peschel-communications.de

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

Our professionally trained interpreters will be on hand during the fair for last-minute liaison interpreting at your meetings, right when you need them. And with Peschel Communications, perfect understanding across linguistic barriers is assured. This is especially important since the professional image a company creates during the fair is not only reflected in the exhibition stand, but also, and perhaps most importantly, in the personal contact made with others.

Our many years of experience in the solar industry will ensure you find the right words to convince your contacts that you are the best people to work with.

**We would be pleased to provide you with a customised quote for all further services.**

Peschel Communications GmbH | Contact Anja Peschel  
Wallstraße 9 | 79098 Freiburg  
Tel. (+49 761) 38 09 69 0 | Fax (+49 761)-38 09 69 10  
Mobile (+49 171) 434 85 95  
kontakt@peschel-communications.de | www.peschel-communications.de

## ■ Our services

- Liaison interpreting in German, English, Spanish, French and Italian
- Continuous availability during exhibition opening hours on (+49 761) 38 09 69 0
- Short notice translation of important documents, such as press releases

## ■ Overview of our services

Liaison interpreting for German, English, Spanish, French und Italian	EUR plus VAT
<b>hourly rate</b> (inc. 15 min. briefing)	180.00
<b>half-day rate</b> (3 hours inc. briefing)	450.00
<b>daily rate</b> (6 hours inc. briefing)	850.00

## ■ Booking (Liaison interpreting)

Please tick	Duration	Languages	Time from/until	Date	Meeting point
	1 hr		–		
	2 hr		–		
	1/2 day		–		
	1 day		–		

Place / date

Company stamp and legally binding signature of exhibitor

## Return to:

Allianz Versicherungs-AG  
Abt. S03-HB-FHB1 | 85769 Unterföhring | Germany  
Fax domestic 0800 4 400101 | Fax foreign countries +49 89 207002911  
melanie.schreglmann@allianz.de

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

## ■ Application for exhibitors' liability insurance

Policy no. AS-0470301199

We hereby apply for insurance cover under the insurance policy taken out by Messe München GmbH:

### Exhibitors' liability insurance

Insurance cover is provided against the consequences of statutory liability arising from participation in the trade fair, including assembly and dismantling on the exhibition grounds.

The insured amount per insurance case is

**EUR 5,000,000.00 for damage to both persons and property.**

The above insured amount is the maximum coverage for total accrued claims.

For the basis of contract, conditions and components of this application, see page 2.

The premium is EUR 13.65 for each person working at the exhibition stand, at least, however, EUR 68.25, plus the statutory insurance tax (currently 19%).

Maximum number of persons working

on the stand	x EUR 13.65 =	EUR
		Minimum premium EUR 68.25

plus statutory insurance tax	EUR
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Gross premium (one-off payment before the beginning of the trade show)	EUR
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Insurance cover is provided only **after the insurance company has received payment** of the premium. Please make sure that this application is submitted and payment of the premium is made in good time before the fair.

**Please transfer the amount due to the following account:**

**Bank details**  
**Commerzbank München**  
**SWIFT/BIC DRESDEFF700**  
**IBAN code DE29 7008 0000 0302 0198 00**

**Remember to enter AS-0470301199 as the purpose of the bank transfer!**

Remittances transferred from outside Germany are to be paid free of bank charges.

## ■ Please note

- This form also serves as the insurance certificate which is why no separate insurance certificate nor any invoice will be issued.
- Your copy of the bank transfer is considered proof that an insurance policy exists. Make sure it is readily available for presentation/submission in the event of a claim being filed.

Any contract agreed is concluded directly between the exhibitor and the contracting firm of Messe München GmbH.

For sales tax purposes: sales tax ID no.: DE 811 150 709; insurance premiums are not subject to sales tax in accordance with the German Sales Tax Act and the 6<sup>th</sup> EC Guideline.

Place / date

Company stamp and legally binding signature of exhibitor

## ■ Basis of contract

This application with the special conditions below, the special conditions for liability insurance in connection with damage caused by environmental influences (**H 6161**), eco-liability insurance for business operations/professions module I (**H 6162**), the general terms of liability insurance (AHB) and other statutory regulations form the basis of this insurance contract. The AHB and the terms and conditions relevant to H 6161 and H 6162 will be sent upon request. The exhibitor herewith dispenses with the issue of an insurance policy.

A copy of the application has been handed over.

## ■ Written form, completeness of the application

Insurance cover is provided only for the contents of the contract, for which an application has been made in writing. Verbal statements on insurance cover apply only if the insurance company confirms them in writing.

## ■ Statement of consent to data processing

I hereby consent to the insurance company using data from the application forms or in the course of implementing the contract (on premiums, events insured, changes of risk/contract) in the required scope for

- evaluating the risk and handling reinsurance with the reinsurance company and
- evaluating the risk and claims against other insurance companies directly or through the Federation of the German Insurance Industry or the Association of Private Health Insurance Companies.

The latter shall also apply to the examination of risks for contracts for which I apply here or in future with other insurance companies. In the case of personal insurance, this shall also apply independently of whether or not a contract comes into existence. I also consent to the German companies of the Allianz Group keeping my general application, contract and insurance data in general collections of data and passing them on for storage to the agent who is responsible for me, in as far as this serves the orderly handling of my insurance affairs. Without influencing the contract and revocable at all times, I also consent, as part of regular customer service, to personal data, also on financial services, being stored with the agent or the company and being passed on to the agents or other German companies of the Allianz Group. My consent is effective only if I had an opportunity to take note of the information on data processing.

## ■ Special conditions

### 1. Insurance cover is provided

against the consequences of statutory liability of the exhibitor, his Board of Management or persons entrusted with certain tasks in connection with arranging, managing and supervising the trade fair presentation.

### 2. Insurance cover is also provided

2.1 against the consequences of statutory personal liability of the exhibitor's employees in connection with their work during the trade fair. Claims arising from personal injury, which are based on industrial accidents or occupational diseases sustained at the exhibitor's business under the Code of Social Law VII, are excluded. The same applies to accidents under the civil service regulations, which occur during the course or as a result of the civil servant's work in the office.

2.2 Assembly and dismantling: Insurance cover is provided against the consequences of the exhibitor's liability arising from the assembly and dismantling of the usual trade fair items (eg, stands, lighting, decoration). Damage to objects and the consequences of liability of third firms are not insured.

### 3. The coverage includes

3.1 contrary to the terms set out under section 7.6 AHB – your statutory liability insurance for damage to buildings or premises hired or rented (not leased) for the event insured due to fire, explosion, mains water or wastewater and due to any other asset loss arising from it.

3.1.1 Excluded from the coverage remain claims

- from your shareholders or their relatives;
- from your legal representatives or such persons as you appoint as managers or supervisors of the insured operation or part thereof or their relatives;

- from such companies as are associated with you or your partners by way of a majority holding or share a single corporate management;
- in the form of such recourse claims as are covered by the waiver of recourse in accordance with the provisions set out in the agreement concluded by fire insurers for comprehensive insurance claims.

3.1.2 Subject to offsetting of the agreed sum insured per claim and the maximum compensation per claim during the term of insurance, the sum insured for damage to rental items due to fire, explosion, mains water or wastewater amounts to EUR 1,000,000.

3.2 Your statutory liability insurance as defined under section 2.1 AHB due to asset loss from claims occurring during the validity of the insurance.

3.2.1 Excluded from the coverage are claims due to damage

- caused by products manufactured or supplied, work carried out or other services rendered by you (or by your order for your account by third parties);
- caused by planning, advisory, auditing or independent inspection activities or those involving construction or assembly management work;
- arising from advice, recommendations or instructions to economically affiliated companies;
- attributable to brokerage transactions of any kind;
- attributable to information provision, translation and tour operating activities;
- caused by investment, loan, insurance, property, leasing or similar economic transactions, by payment transactions of any kind, by cash management activities as well as due to breach of trust or embezzlement;
- attributable to rationalization, automation, data logging / storage / back-up / restoration as well as to the exchange, transmission or provision of electronic data;
- caused by the violation of industrial protected rights or copyright as well as of antitrust or competition law;
- due to non-compliance with deadlines, dates, preliminary or cost estimates;
- attributable to breach of duty connected with activities as a former or current member of the management board, management, supervisory board, advisory council or other comparable management or supervisory councils / bodies;
- caused by the conscious deviation from statutory or regulatory requirements, from instructions or conditions issued by the customer or for some other conscious breach of duty;
- attributable to the loss of items e.g. cash, cashless means of payment, securities, savings books, certificates, jewelry or other valuables.

3.2.2 Sum insured / Maximization

The sum insured amounts to EUR 1,000,000 per claim.

This sum is at the same time the maximum compensation for all claims during the term of insurance.

3.3 Your statutory insurance liability arising from the possession, holding or use of the following vehicles not subject to mandatory insurance coverage:

- motor vehicles (e.g. fork-lift trucks) with a maximum speed of no more than 6 km/h;
- self-propelled work machines with a maximum speed of no more than 20 km/h;
- motor vehicle trailers insofar as they are not used in connection with a tractor requiring mandatory insurance coverage.

The vehicle may be used by an authorized driver only.

Authorized drivers are such persons as may use the vehicle with the knowledge and permission of the persons authorized to dispose of the vehicle concerned. You are obliged to ensure that the vehicle is not used by an unauthorized driver. The driver of the vehicle may use the vehicle on public ways or places with the necessary driving permit only. You are obliged to ensure that the vehicle is not used by such driver as does not have the driving permit required. If you violate these obligations, section 26 AHB becomes effective.

### 4. The following is / are not insured – the exclusions in the AHB notwithstanding –

- 4.1 loss of articles of all kinds,
- 4.2 damage to exhibited items or items handed in for safekeeping (in a cloak-room or elsewhere) and all damage to property arising as a result,
- 4.3 damage of any kind to the clothing of persons involved, to flags and other exhibits, and all damage to property arising as a result,
- 4.4 damage as a result of contagious animal diseases,
- 4.5 damage caused by aircraft of any kind, regardless of whether the owner, pilot or exhibitor is liable,

- 4.6 damage to motor vehicles, water- and aircraft, as well as animals, vehicles, harnesses and saddles brought to or used at the trade fair, and all damage arising as a result,
- 4.7 damage to riders, drivers and pilots as well as to occupants of motor vehicles, water- and aircraft,
- 4.8 consequences of liability of owners as well as of drivers and pilots of motor vehicles and watercraft,
- 4.9 consequences of liability as horse owners.

**5. The provisions set out under item 3.1 (3) and item 4 of the AHB do not apply to this insurance.**

## Return to:

Allianz Esa GmbH  
Abt. Fachberatung Transport | Uhlandstraße 2 | 70182 Stuttgart | Germany  
Ms. Nurdan Inci | Tel. +49 711 1292-33394 | Fax +49 711 1292-23405  
sw-fb-trb-gr2@allianz.de

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

In accordance with Section 9 of the General Terms of Participation A, Messe München GmbH does not accept any liability for damage to or loss of exhibits.

It has taken out an outline insurance policy with  
Allianz Esa GmbH  
70182 Stuttgart, Germany

This policy provides an extensive insurance cover adequate for the requirements for the account and in favour of each exhibitor.

Please apply in time for the necessary insurance policies before the risk begins because the insurance cover will only become effective after payment of the premium.

We hereby apply for the following insurance cover within the framework of the insurance policy concluded by Messe München GmbH:

### 1. Exhibition insurance

(excluded are jewelry, gold and silverware, watches, stamps and vehicles, for which special insurance agreements and premiums are to be concluded on a case-by-case basis.)

#### Total insurance sum / EUR

(acc. to list of valuables, see page 2)

#### Basic premium for the duration of stay and

– Transportation within Munich to and from exhibition site	3.0 ‰
– Transportation within Germany to and from exhibition site	4.0 ‰
– Transportation to and from exhibition site to / from	
countries bordering on Germany	4.5 ‰
– rest of Europe (excl. CIS)	5.5 ‰
– other countries	by special agreement

**Extra premium for breakage of delicate objects, e.g.** glass, porcelain, terra cotta, gypsum plaster, marble, fluorescent tubes, glass show cases, etc. and models

from part value of EUR \_\_\_\_\_ 20 ‰

**Minimum premium EUR 51.00**

### 2. The statutory insurance tax at the current rate will be added to the premium.

### 3. The relevant general insurance conditions shall apply for the aforementioned types of insurance.

### 4. Only applicable for banks in Germany:

#### SEPA direct debit mandate

This one-off amount is to be deducted from the account stated. This authorization, which can be revoked at any time, also applies for substitute contracts.

IBAN code

SWIFT / BIC

Name and address of the bank / branch

Name and signature if different from account holder

Remittances transferred from outside Germany are to be paid free of bank charges.

#### Bank details: Commerzbank München

IBAN DE29 7008 0000 0302 0198 00  
SWIFT / BIC DRESDEFF700

Any contract agreed is concluded directly between the exhibitor and the contracting company of Messe München GmbH

## Please remember

to fill in and fax the second page, too.

Place / date

Company stamp and legally binding signature of exhibitor

## Transport and exhibition insurance

Insurance cover will be provided without any interruption for transportation to and from the exhibition site (assuming proper packaging and handling) incl. the stay on the exhibition site for the period of the trade fair itself, including pre- and post-storage time necessary for installing and dismantling exhibits and items of equipment.

This insurance covers in particular damage caused by

- accidents during transport, industrial accidents, force majeure, fire, burglary, ordinary theft, mains water, leakage, ordinary breakage and damage including wanton and malicious damage caused by a third party.

This insurance does not, however, cover damage to exhibits occurring when putting into operation or during demonstration or damage due to the effects of weather and storm to exhibits set up in the open air.

**Living animals and plants are not covered by this insurance.**

Exhibitors from countries with which no special agreements on premiums exist are advised to send in the application form in time so that a quotation can be submitted before the risk begins.

Irrespective of separately agreed insurance cover against the risk of theft of all kinds, objects housed on the exhibition site shall only be insured if the exhibition stand is watched during setting up and dismantling and during visiting hours up until the halls close, either by employees of the policy holder or by specially employed guards, and if the exhibition halls are guarded during the night.

## List of valuables

### Exhibits

(List of exhibits to be insured, specify individual value per exhibit)

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### Items of equipment

(List of stand equipment items to be insured, specify individual value per item)

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I hereby consent to the insurer forwarding data obtained from the application forms or in the course of implementing the contract (on premiums, claims, changes of risk/contract) to other insurers to the extent required for evaluating risks and claims. This consent also applies to the examination of risks for (insurance) contracts for which I apply with other companies or to future applications.

I also consent to the insurers of Allianz Group keeping my general application, contract and insurance data in general collections of data and passing them on for storage to the agent who is responsible for me, insofar as this serves the orderly handling of my insurance affairs.

I also consent, until such time as it is revoked and as part of regular customer service, to personal data being stored with the agent or the company and being passed on to the agents or other companies of Allianz Group, whereby all Allianz Group employees and agents are to meet their general and specific obligations of confidentiality.

My consent is effective only if I have had a reasonable opportunity to note the contents of the insurer's Notice on Data Processing.

Place / date

Company stamp and legally binding signature of exhibitor



## Contact and invoicing:

Perfect Meeting GmbH  
Am Technologiepark 8 | 82229 Seefeld / München | Germany  
Tel. +49 8152 39563-0 | Fax +49 8152 39563-11  
thesmartere@perfect-meeting.de | www.perfect-meeting.de

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

At Perfect Meeting you can book your hotel room quick and simple. Visit our website at [www.perfect-meeting.de](http://www.perfect-meeting.de)

Send us your request via this form or contact us via email at [thesmartere@perfect-meeting.de](mailto:thesmartere@perfect-meeting.de)

Trade show

Date of arrival

Date of departure

Number of rooms      single      double

Hotel rating

☐ 5 \*\*\*\*\* ☐ 4 \*\*\*\* ☐ 3 \*\*\* ☐ 2 \*\*

Maximum room rate / EUR / per night

Hotel location

☐ Near exhibition center      ☐ City center      ☐ Airport  
☐ Surrounding area max. 30 km      ☐ Surrounding area max. 50 km      ☐ Surrounding area max. 80 km

Other

☐ Easy access to exhibition center via public transport

Preferred terms of payment:

☐ Payment of bed/breakfast charges by applicant  
☐ Payment of all charges incl. all ancillary services (e.g. garage, minibar, restaurant etc.) by applicant

## Applicant/Contact/Company data

Company

Department

Contact      ☐ Ms      ☐ Mr      Title

First name

Last name

Address

Town/Postcode

Country

Telephone (incl. area code)

Fax (incl. area code)

E-mail

## Please note

When booking more than one room, Perfect Meeting needs a list of names of all guests requiring rooms.

Any contract agreed is concluded directly between the exhibitor and Perfect Meeting in its capacity as Freiburg Wirtschaft Touristik und Messe GmbH & Co. KG's contracting company.

Place / date

Company stamp and legally binding signature of exhibitor

# Technical Guidelines

## Messe München GmbH

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## 1. Preface

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

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

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

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

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

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

The Order Forms for Exhibitor Services will be available in good time. The order forms are to be completed and returned in accordance with the deadlines set out in the Order Forms for Exhibitor Services. Depending on the fair or event concerned, orders can in some cases be placed electronically via the Internet-based online ordering system.

Orders only become valid if they are accepted. Acceptance may be given tacitly, i. e. by means of provision of the service ordered. Exhibitors are not entitled to acceptance of their orders unless the law gives rise to such an entitlement. Acceptance of an order can be refused, particularly in cases where the exhibitor/organizer concerned has not fulfilled his financial obligations vis-à-vis Messe München GmbH, e. g. those outstanding from previous events. In addition, Messe München GmbH reserves the right to charge a supplement on the stand fees in accordance with the details shown in the Order Forms for Exhibitor Services for any orders received after the deadline.

After stand space has been allocated, circulars will be sent to the exhibitors informing them of further details concerning the preparation and organization of the fair.

These Technical Guidelines have been agreed by:

Deutsche Messe AG Hannover  
Koelnmesse GmbH

Leipziger Messe GmbH  
Messe Berlin GmbH  
Messe Düsseldorf GmbH  
Messe Frankfurt Venue GmbH  
Messe München GmbH  
NürnbergMesse GmbH  
Landesmesse Stuttgart GmbH

in order to formulate them with a common structure.

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

### 1.1. House rules

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

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

## 1.2. Opening hours

### 1.2.1. Stand setup and dismantling times

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

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

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

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

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

### 1.2.2. Duration of the event

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

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

### 2.1. Road traffic regulations

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

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

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

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

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

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

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

Additionally, the provisions and access regulations set out in the forms for exhibitor services relevant to the given event ("Important Notes") apply, as do those stipulated in the "Exhibitors' Traffic Information" that is distributed in good time prior to the event.

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

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

### 2.2. Transport of caterpillar vehicles

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

### 2.3. Emergency routes

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

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

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

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

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

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

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

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

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

### 2.4. Safety equipment

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

### 2.5. Stand numbering

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

## 2.6. Security

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

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

## 2.7. Emergency evacuation/Clearance

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

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

### 3.1. Hall data

The halls offer the following gross exhibition areas:

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

#### Hall entrance dimensions

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

#### Heights of halls

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

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

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

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

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

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

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

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

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

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

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

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

Each hall is lit by daylight and artificial light.

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

Mains type: TN-S System

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

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

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

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

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

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

Connection for water DN 25/min. 3.50 bar

Wastewater DN 100

Connection for sprinklers 50 DN, available in every second duct

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

Connection for gas DN 25/20 mbar

### 3.1.3. Communications equipment

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

### 3.1.4. Sprinkler systems

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

### 3.1.5. Heating, ventilation

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

### 3.1.6. Faults

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

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

## 3.2. Outdoor exhibition area

Outdoor exhibition area, center: approx. 65,000 m<sup>2</sup>.

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

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

Road surface: asphalt

Width of access roads: 8 m or 12 m

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

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

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

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

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

Connection for water: DN 40/min. 3.50 bar

Wastewater: max. DN 100

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

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

## 3.3. Clearance heights

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

## 4. Regulations governing stand construction

### 4.1. Stand construction safety

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

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

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

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

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

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

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

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

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

### 4.2. Stand construction approval

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

All other types of stand (above all those with floor space in excess of 100 m<sup>2</sup> or higher than 3 m, multi-story stands (see Item 4.9.), mobile stands) require approval (as do stands with bridges, stairs, cantilever roofs, galleries, sloping walls, etc.) and structures for outdoor exhibition areas (see Item 4.8.). Dimensioned layout, elevation view and sectional drawings are to be submitted to the Technical Exhibition Services Division for approval. Escape and rescue routes are to be shown in a separate plan. To the extent that 200 or more seats need to be arranged, the total number of seats and the escape/rescue routes must be shown in a separate plan (seating plan scale 1:200) to be submitted to Messe München GmbH in triplicate, whereby the width of the escape/rescue routes is to be based on the maximum number of persons the room can accommodate and sized accordingly (see also Item 5.11.). A copy of the plan approved for the given usage should be displayed in a clearly visible location near the main entrance to the assembly room concerned.

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

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

#### Stand space in the halls

To-scale drawings for single-story stands with floor space in excess of 100 m<sup>2</sup> or higher than 3 m must be submitted for approval to Messe München GmbH's Technical Exhibition Services Division (ground plan and elevation sketches to a scale of at least 1:100) by the deadline specified in the Order Forms for Exhibitor Services at the latest. To the extent that approval is granted, one copy is then returned to the exhibitor/stand-builder with Messe München GmbH's stamp of approval. This means that the stand construction concerned has been approved.

Approval for two-story stands must be applied for by submitting the "Application for Special Stand Designs" form to Messe München GmbH's Technical Exhibition Services Division by the deadline specified in the Order Forms for Exhibitor Services at the latest. The form must be completed in German and submitted with the required number of copies to Messe München GmbH together with the required documents that must also be in German. Stand construction approval is granted at the same time as planning permission given by Messe München GmbH, along with approval of the static calculation, verified by our structural engineering inspectors.

#### Stand space in the outdoor exhibition area

Single-story stands with floor space in excess of 50 m<sup>2</sup> or higher than 5 m must be submitted for approval to Messe München GmbH's Technical Exhibition Services Division (ground plan and elevation sketches to a scale of at least 1:100) by the deadline specified in the Order Forms for Exhibitor Services at the latest. To the extent that approval is granted, one copy is then returned to the exhibitor/stand-builder with Messe München GmbH's stamp of approval. This means that the stand construction concerned has been approved.

Approval for multi-story stands, special constructions, rooms with seating for more than 200 persons, darkened rooms for slide/film shows must be applied for by submitting the "Application for Special Stand Designs" form to Messe München GmbH's Technical Exhibition Services Division by the deadline specified in the Order Forms for Exhibitor Services at the latest. The form must be completed in German and submitted with the required number of copies to Messe München GmbH together with the required documents that must also be in German. Stand construction approval is granted at the same time as planning permission given by Messe München GmbH, along with approval of the static calculation, verified by our structural engineering inspectors.

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

Postal address:

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

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

#### 4.2.2. Vehicles and containers

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

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

#### 4.3. Construction heights

The standard height for stand structures and advertising hoardings is 3 m.

The maximum construction height varies from event to event and is specified either in the Special Terms of Participation (B) or Important Notes sections of the relevant Order Forms for Exhibitor Services. Contact the Technical Exhibition Services Division if in doubt. The maximum height for stand structures set by Messe München GmbH may only be exceeded with the Technical Exhibition Services Division prior written approval.

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

#### 4.4. Fire prevention and safety regulations

##### 4.4.1. Fire prevention

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

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

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

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

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

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

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

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

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

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

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

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

##### 4.4.1.4. Pyrotechnics

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

##### 4.4.1.5. Balloons

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

##### 4.4.1.6. Flying objects

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

##### 4.4.1.7. Smoke machines

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

##### 4.4.1.8. Ash containers, ashtrays

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

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

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

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

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

##### 4.4.1.10. Spray guns, solvents

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

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

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

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

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

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

##### 4.4.1.13. Fire extinguishers

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

##### 4.4.2. Stand ceilings

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

###### Halls A1–A6, B1–B6, C1–C6:

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

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

- Metal modular or grid ceilings:

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

- Textile coverings:

The covering is fire-resistant and its horizontal installation below sprinkler units has been approved by VDS Schadenverhütung GmbH (wide-mesh netting or smoke-out fabric). VDS Schadenverhütung GmbH's written approval should be submitted to Messe München GmbH's Technical Exhibition Services Division; compliance with VDS Schadenverhütung GmbH's installation instructions is required.

See Item 4.9.6. for stand ceilings on the upper floor of two-storied stands.

Clearance of at least 0.50 m must be guaranteed between stand perimeters and directly neighboring stands to ensure that the maximum permitted continuous area of 30 m<sup>2</sup> is not exceeded due to the aggregation of several ceiling or canopy sections. Messe München GmbH's approval is required for any reduction in the minimum 0.50 m clearance stipulated.

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

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

Horizontal coverings in the entrance buildings wider than 1 m must be approved by Messe München GmbH's Technical Exhibition Services Division.

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

##### 4.4.3. Glass and acrylic sheet

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

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

#### 4.4.4. Regularly occupied spaces/Partitioned “trapped” rooms

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

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

Alternatively, “trapped” rooms may be separated from other stand areas only by glazing to preserve the visual perception of a single room.

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

##### 4.5.1. Exits, escape routes

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

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

Stands with a floor area of up to 100 m<sup>2</sup> require one exit with a clearance width of at least 0.90 m. Stands with a floor area of more than 100 m<sup>2</sup> require two exits, each with a clearance width of at least 0.90 m. Stands with a floor area of more than 200 m<sup>2</sup> require two exits, each with a clearance width of at least 1.20 m. For stands with a floor area of more than 400 m<sup>2</sup>, Messe München GmbH's Technical Exhibition Services Division stipulates the number of exits and their respective clearance width in compliance with the statutory and regulatory requirements valid at the given time.

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

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

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

##### 4.5.2. Doors

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

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

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

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

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

#### 4.7. Stand design

##### 4.7.1. Appearance

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

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

##### 4.7.2. Checking stand size

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

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

##### 4.7.3. Structural modifications to halls

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

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

Securing exhibits via floor anchorages is only possible in exceptional, justified cases and only with the prior, written consent of Messe München GmbH's Technical Exhibition Services Division. To this end, the floor anchorages required should be registered in writing with Messe München GmbH's

Technical Exhibition Services Division two weeks prior to the commencement of the stand setup period at the latest. To-scale plans with details of location, anchorage type, drill hole diameters and number of anchorages should be attached to the application. The number of anchorages should be kept to an absolute minimum. The exhibitor has no entitlement to the fitting and use of floor anchorages. Messe München GmbH reserves the right to prescribe the materials to be used for anchorages. In cases where non-approved materials are used and/or floor anchorages are fitted without Messe München GmbH's consent, flat-rate repair charges of EUR 90 per drill hole plus VAT will be raised. Kindly contact Messe München GmbH's Technical Exhibition Services Division for further information.

##### 4.7.4. Hall floors

Carpets and other floor coverings must be laid with due regard to safety and may not protrude beyond the stand area.

Only adhesive tape that leaves no traces when removed may be used to fix such coverings. No other adhesive materials or paint may be used on the hall floors.

Any materials used must be removed without leaving any traces. Substances such as oil, grease, paint and the like must be removed from the floor immediately.

There are utility ducts running across the width of the halls at intervals of approx. 5 m (C halls approx. 4.50 m, B0 approx. 4.85 m). Hall C1 is equipped with two utility ducts running the length of the hall in addition to those running across its width.

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

##### 4.7.5. Suspending items from the hall ceiling

Items may only be suspended using the technical facilities intended for this purpose and in accordance with the provisions set out in the German Statutory Accident Insurance, DGUV Regulation 17.

##### 4.7.5.1. Provision of fixing points

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

To the extent structurally feasible, the exhibitor will be provided with a fixing point at the desired position above the stand area. Plans should be attached to the order (service forms “Suspensions/Rigging” in Order Forms for Exhibitor Services), clearly showing the desired positioning of the fixing points and height details. Items to be suspended may only be located above and within the stand confines. Construction and advertising hoarding heights are to be taken into account. Messe München GmbH will review the feasibility of the desired fixing points on the basis of the documents submitted.

Each suspension point of the hall ceiling structure can withstand a maximum perpendicular load of 100 kg. The maximum area load is 5 kg/m<sup>2</sup> (halls C5/C6: 20 kg/m<sup>2</sup>) of stand area. For each suspension point, the load must be individually specified and supporting documents provided on request. Suspension points for heavier loads only on request.

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

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

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

Further information on approved fastening materials can be found in the Order Forms for Exhibitor Services (see “Notice on Hall Ceiling Suspensions”) or use our download service via the Messe München GmbH homepage.

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

- Suspending of stand components or exhibits
- Securing of stand components or exhibits (stand components and/or exhibits must stand securely in their own right)

- Suspending of items with a rigid and/or frictional connection to the hall floor.

Exceptions to these rulings require Messe München GmbH's prior written authorization.

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

##### 4.7.6. Stand perimeter walls

Partition walls can be ordered via the Order Forms for Exhibitor Services.

The partition walls and supports may be neither modified nor processed by exhibitors. The exhibitor is liable for any damage to persons or property arising from non-compliance with this ruling.

##### 4.7.7. Advertising materials/Presentations

Stand and exhibit inscriptions, logos and trademarks may not exceed the specified height. In the case of advertising materials pointing towards a directly adjacent neighboring stand, a distance of 2 m should be kept free to the perimeter of the stand concerned.

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

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

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

In the absence of any provisions to the contrary in the General Terms of Participation A “Advertising,” the distribution of printed matter and the use of advertising materials is permitted within the confines of the exhibitor's own stand only.

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

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

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



#### 4.7.8. Barrier-free design

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

#### 4.8. Outdoor exhibition area

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

#### Person responsible

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

#### Checking stand size

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

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

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

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

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

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

#### 4.8.2. Ground anchorages

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

#### 4.8.3. Weather-related loads

##### 4.8.3.1. Wind loads

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

##### 4.8.3.2. Wind loads for temporary structures

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

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

##### 4.8.3.3. Snow loads

For stand construction activities during the snow-free period (May 1–September 30), snow loads need not be taken into account. For stand construction activities during the winter period (October 1–April 30), regular snow loads in accordance with DIN EN 1991-1-3/NA are to be verifiably taken into account for all supporting roof structures, giving due consideration to the site-related snow load zone.

##### 4.8.4. Severe weather warnings

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

#### 4.8.5 Exists/Escape routes

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

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

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

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

Exhibits higher than 10 m must be registered for approval with Messe München GmbH's Technical Exhibition Services Division via the appropriate form in the Order Forms for Exhibitor Services 12 weeks prior to the commencement of the trade fair at the latest.

Revolving tower cranes, etc. must be appropriately secured in line with the relevant regulations. Suspending advertising hoardings or other loads (apart from flags) from cranes is prohibited for reasons of safety.

The use of liquid gas for heating purposes is prohibited. Suitable oil-fired heating can be used if approved by Munich Municipal Fire Department.

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

#### 4.9. Two-story stand construction

##### 4.9.1. Application for planning permission

Two-story exhibition stands can only be built in Halls A1–A6, B1–B6 and C1–C6 providing prior approval has been granted by Munich Municipal Fire Department, Messe München GmbH's exhibition management responsible for the given project and the Technical Exhibition Services Division. Approval is also dependent on the required position in the hall and the floor space needed. An essential factor in the approval process is what effect the given two-story stand will have on the design and transparency of the hall as well as on neighboring stands.

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

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

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

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

##### 4.9.3. Working loads/Load assumptions

The floor of the upper story of a two-story stand within an exhibition hall must be designed to withstand working loads in compliance with DIN EN 1991-1-1 (2010) in conjunction with DIN EN 1991-1-1/NA (2010) Table 6.1DE: If the story is used for meetings and customer service purposes, i. e. it is furnished with tables and chairs in a free arrangement or in the form of meeting cabins, it must withstand a working load of 3 kN/m<sup>2</sup> (Category C1). For unlimited use as an exhibition or sales area, as an assembly room with or without rows of chairs, the floor of the upper story must be able to withstand a working load of 5 kN/m<sup>2</sup> (Category C3). A horizontal load of  $H = P/20$  ( $P$  = working load) is to be assumed if sufficient longitudinal/lateral stability is to be achieved. The respective use must be marked clearly in the plans submitted for approval purposes.

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

##### 4.9.4. Escape routes/Stairways

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

Stands with a floor area of up to 100 m<sup>2</sup> require one exit with a clearance width of at least 0.90 m. Stands with a floor area of more than 100 m<sup>2</sup> require two exits, each with a clearance width of at least 0.90 m. Stands with a floor area of more than 200 m<sup>2</sup> require two exits, each with a clearance width of at least 1.20 m. For stands with a floor area of more than 400 m<sup>2</sup>, Messe München GmbH's Technical Exhibition Services Division stipulates the number of exits and their respective clearance width in compliance with the statutory and regulatory requirements valid at the given time.

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

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

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

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

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

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

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

##### 4.9.5. Building materials

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

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

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

##### 4.9.6. Upper story

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

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

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

#### 4.10. Non-compliance/Violation and liability

Stand structures that have not been approved or do not comply with the Technical Guidelines or relevant statutory regulations must be altered or removed as appropriate. Non-compliance with deadlines in respect of the work to be executed entitles Messe München GmbH to carry out the alterations itself and/or have them carried out by third parties at the expense and risk of the exhibitor. Insofar as the exhibitor or stand-builder as appointed fails to comply with the stand construction regulations set out above, the exhibitor is liable for all damage resulting from violation of the stand construction regulations. Moreover, the exhibitor and/or the commissioned stand-builder herewith indemnify the trade fair company against all third-party claims asserted against the trade fair company due to violation of the aforementioned stand construction regulations.

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

##### 5.1. General regulations

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

##### 5.1.1. Damage

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

##### 5.1.2. Coordination of work at the trade fair center

In the event that work has to be carried out simultaneously by employees from different companies on the exhibition stand / in the event area (notably in the stand setup and dismantling phases), such work has to be coordinated by the stand construction manager pursuant to the Work Safety Act – ArbSchG and the DGUV Regulation 1 (German Statutory Accident Insurance) in the case of any potential mutual risk. This also applies notably to work by the trade fair company's service providers on the exhibition stand. Furthermore, measures necessary for improving the safety and health protection of employees at their place of work pursuant to European Guideline EG-RL 89/391/EWG valid at the given time are to be noted and implemented in respect of the work at the exhibition center.

##### 5.2. Use of machinery

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

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

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

Only such work platforms as are supplied by Messe München GmbH's authorized service partners may be used. The work platforms rented from such companies may only be operated by persons over 18 years of age qualified to do so. The qualification for this must comply at the very least with that set out in German Employers' Liability Insurance Association Principle DGUV-G 308/008. In special cases, the approval of Messe München GmbH's Technical Exhibition Services Division must be sought.

#### 5.3. Electrical installation

##### 5.3.1. Connections

Electrical installations from the utility ducts to the stands may only be fitted by Messe München GmbH and/or contractors appointed by it. The electrical installations to be exclusively fitted by Messe München GmbH and/or contractors appointed by it include the main electrical connection and cabling, master fuse and, if applicable, the master switch/electricity meter. Messe München GmbH's Technical Exhibition Services Division reserves the right to restrict the electrical connection to one basic connection per stand for reasons of safety. The use of generators on the stands is prohibited unless prior written approval has been obtained from Messe München GmbH's Technical Exhibition Services Division. Exhibitors are expressly forbidden to obtain electricity from neighboring stands. Furthermore, exhibitors are not entitled to supply any third parties at the trade fair center apart from his co-exhibitors with electricity. This applies particularly to neighboring stands. Furthermore, exhibitors are not entitled to supply any third parties at the trade fair center apart from his co-exhibitors with such electricity as is supplied to him by Messe München GmbH. This applies particularly to neighboring stands.

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

The exhibitor is responsible for ensuring that the electrical installation is able to provide all items on the stand requiring electricity with sufficient power such that they can operate simultaneously. Should this not be the case, Messe München GmbH is entitled to upgrade the electrical installation at the expense of the exhibitor at the prices stated in the order forms for exhibitor services without being asked to do so by same, such that the above requirement is met.

Power supply lines will be laid in utility ducts wherever possible, but may have to be run above ground if the location of the connection point makes this necessary. Messe München GmbH is entitled to run power lines and connections serving neighboring stands across the exhibitor's stand unless Messe München GmbH can provide the electrical connection to the neighboring stands at the same or lower cost without laying supply lines and connections across the exhibitor's stand.

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

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

##### 5.3.2. Stand installation

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

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

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

##### 5.3.3. Installation and operating regulations

All electrical installations must be fitted in compliance with the latest safety regulations issued by the German Association of Electrical Engineers (VDE), whereby special attention should be given to VDE 0100-718, 0128 and IEC Norm 60364-7-711.

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

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

The regulations set out in the Notice "Electrical Installation on Exhibition Stands" require compliance. All exhibition stand electrical installations will be inspected by an expert for compliance with the regulations effective at the given time for the Munich Exhibition Center. The inspection will be organized by Messe München GmbH.

##### 5.3.4. Safety precautions

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

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

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

##### 5.3.5. Safety lighting

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

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

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

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

##### 5.4.1. Connections

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

Connection plans indicating the required position of the connections should be attached to the orders (form is included with "Water/Sanitary/Sprinkler Installations/Compressed Air" in the Order Forms for Exhibitor Services).

The exhibitor is responsible for ensuring that the water/wastewater installation is able to cater for all items on the stand requiring water/wastewater facilities such that they can all operate simultaneously. Should Messe München GmbH determine that the water/wastewater installation ordered by the exhibitor cannot guarantee the simultaneous operation of all items requiring such facilities, Messe München GmbH is entitled to upgrade the water/wastewater installation at the expense of the exhibitor at the prices stated in the Order Forms for Exhibitor Services without being asked to do so by same.

Water/wastewater piping in the halls will be laid in utility ducts wherever possible, but may under certain circumstances have to be run above ground if the location of the connection point makes this necessary. In the outdoor exhibition area, water/wastewater facilities can generally be installed; the piping can be laid either along the ground or underneath it.

In exceptional circumstances, the required location may be so unfavourable that the connection ordered cannot be installed or that, in doing so, additional costs may be incurred.

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

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

To the extent that water consumption is not payable on a flat-rate basis, it will be determined via the meter fitted and invoiced at the per-m<sup>3</sup> prices shown in the Order Forms for Exhibitor Services. Wastewater polluted with chemicals may not be fed into the sewage system (see also Item 6.2.1.).

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

##### 5.4.2. Stand installation

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

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

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

Any connections, machines or equipment that have not been authorized, do not comply with the relevant regulations or use more water than indicated in the application are prohibited. They can be removed from the stand and put in storage by Messe München GmbH at the expense and risk of the exhibitor. For safety reasons, dishwashers without a fitted drainage pump are not to be connected to the water mains if the drainage gradient is insufficient.

The connection of refrigerators/freezers with open refrigeration cycles should be registered with Messe München GmbH's Technical Exhibition Services Division. The water consumed will be measured via meters and charged at the rates stipulated in the Order Forms for Exhibitor Services. Messe München GmbH reserves the right to prohibit the use of refrigerators/freezers with open refrigeration cycles. In cases where water is used on the stand, e.g. for ponds and fountains or for water wall, air humidifier and other spray systems, perfectly hygienic conditions must be guaranteed at all times. Verification of compliance is to be presented at the request of the exhibition company.

## 5.5. Installation of compressed-air facilities

### 5.5.1. Connections

The provision of exhibition stands with compressed air is possible in both the halls and the outdoor exhibition area. It generally occurs via a connection to a compressor station. Messe München GmbH reserves the right to install a compressor for the supply of compressed air on the stand in cases where, for instance, little compressed air is required. The use of a compressor to be supplied by the exhibitor himself has to be notified to Messe München GmbH's Technical Exhibition Services Division four weeks prior to commencement of the stand construction period of the given event at the latest. The exhibitor is not allowed to obtain compressed air for his stand from such persons as have not been authorized to supply compressed air by Messe München GmbH. Exhibitors are expressly forbidden to obtain compressed air from neighboring stands. Furthermore, exhibitors are not entitled to supply any third parties at the trade fair center apart from his co-exhibitors with such compressed air as is supplied to him by Messe München GmbH. This applies particularly to neighboring stands. Compressed-air facilities from Messe München GmbH's own mains to the individual stands may only be installed by Messe München GmbH and/or a contractor appointed by it. The compressed-air installations encompass the main compressed-air connection together with associated compressed-air supply lines.

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

Compressed-air supply lines will be laid in utility ducts wherever possible, but may under certain circumstances have to be run above ground if the location of the connection point makes this necessary. Messe München GmbH is entitled to run compressed-air supply lines and connections serving neighboring stands across the exhibitor's stand unless Messe München GmbH can provide the compressed-air connection to the neighboring stands at the same or lower cost without laying supply lines and connections across the exhibitor's stand.

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

A ground plan indicating the required position of the connections should be attached to the orders (form "Compressed Air/Vacuum Connections" in Order Forms for Exhibitor Services).

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

### 5.5.2. Stand installation

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

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

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

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

## 5.6. Gas installation

### 5.6.1. Connections

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

Connection plans indicating the required position of the connections should be attached to the orders (form "Gas Connection for Natural Gas" is included in the Order Forms for Exhibitor Services or available from Messe München GmbH's Technical Exhibition Services Division).

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

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

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

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

To the extent that gas consumption is not payable on a flat-rate basis, it will be determined via the meter fitted and invoiced at the per-m<sup>3</sup> prices shown in the order forms for technical exhibition services. The use of gas for lighting and/or heating purposes (e.g. radiation heaters) as a stand design element is prohibited. As a rule, exhibits are exempted from this requirement. All burners must be equipped with low-setting controls or automatic ignition devices.

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

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

### 5.6.2. Stand installation

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

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

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

## 5.7. Information and communications services

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

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

## 5.8. Machinery, pressure containers and exhaust systems

### 5.8.1. Machine noise

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

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

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

### 5.8.2. Product Safety

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

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

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

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

### 5.8.2.1. Safety devices

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

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

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

### 5.8.2.2. Test procedures

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

### 5.8.2.3. Operating ban

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

### 5.8.2.4. Additional safety measures

All work devices and construction equipment must have currently undergone an inspection pursuant to the Industrial Safety Directive (BetrSichV). No unsecured loads may be lifted above persons. For further information with regard to loads above persons at events, kindly refer to DGUV Information 215-313 "Loads above persons." Moreover, technical or organizational measures must be taken to guarantee that the uncontrolled lowering of parts of the devices/loads is impossible should a hydraulic system or traction drive fail. This can be done, for example, by cordoning off the area of risk, using a hose rupture protection device or mechanical locking device for supporting hydraulic cylinders. The exhibitor is responsible for stand safety and the safe operation of all exhibits and must be able to provide verification if required. The trade fair company reserves the right, in justified cases, to have the equipment inspected on site by a qualified person at the expense of the exhibitor.

### 5.8.3. Pressure containers

#### 5.8.3.1. Acceptance certificates

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

#### 5.8.3.2. Testing

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

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

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

#### 5.8.3.3. Rental equipment

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

#### 5.8.3.4. Verification

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

### 5.8.4. Exhaust gases and vapors

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

### 5.8.5. Exhaust systems

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

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

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

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

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

### 5.9.1. Compressed and liquid gas installations

#### 5.9.1.1. Approval of compressed gas cylinders

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

#### 5.9.1.2. Use of liquid gas

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

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

#### 5.9.1.3. Installation and maintenance

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

#### 5.9.1.4. Pressure equipment directive

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

### 5.9.2. Flammable liquids

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

### 5.10. Hazardous substances

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

### 5.11. Assembly rooms/Show areas

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

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

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

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

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

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

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

Assembly rooms must have at least two exits leading directly to the hall aisles. These exits should be located as far apart from each other as possible.

Seats arranged in rows must be fixed so they cannot be moved; any chairs arranged temporarily are to be firmly interconnected into rows. Seats must be at least 0.50 m wide. A width clearance of at least 0.40 m must be provided between the rows of seats. Seats arranged in blocks may comprise no more than 30 rows. Aisles with a minimum width of 1.20 m must be provided behind and between the blocks. No more than ten seats may be arranged at the side of an aisle. The seating plan must show places for both sitting and standing. The path from a seat at a table to the nearest aisle may not exceed 10 m. The distance between the tables should not be less than 1.50 m. The places for wheelchair users are to be marked separately.

Doors located on escape and rescue routes in assembly rooms must open out in the direction of escape and may have no thresholds. During the time in which persons stay in assembly rooms, the doors of the respective escape and rescue routes must be able to be opened from inside easily and to their full width at all times. In the case of show areas as defined in the Assembly Place Directive (VStättV) valid at the given time, a person responsible for event systems or an event system specialist (pursuant to paragraphs 39 and 40 in the Assembly Place Directive) is to be notified by name to Messe München GmbH's Technical Exhibition Services Division.

### 5.12. Radiation protection

#### 5.12.1. Radioactive materials

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

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

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

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

### 5.12.3. Laser equipment

The operation of laser equipment requires a special permit and Messe München GmbH's approval. Notification of the operation of laser equipment is to be submitted to the relevant authority in accordance with DGUV Regulation 11 via the "Registration of Laser and X-Ray Equipment" form in the Order Forms for Exhibitor Services.

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

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

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

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

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

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

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

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

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

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

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

### 5.15. Musical renditions

For all types of musical and audio-visual renditions, permission is required from the German Performing Rights Society (GEMA) in accordance with the statutory provisions of the Copyright Act. Any non-approved musical playback may be subject to claims for damages being asserted by GEMA (Section 97 of Copyright Act). Kindly address your applications and enquiries to:

[www.gema.de/fileadmin/user\\_upload/Musiknutzer/Informationen/information\\_messe\\_e.pdf](http://www.gema.de/fileadmin/user_upload/Musiknutzer/Informationen/information_messe_e.pdf)

### 5.16. Beverage dispensing systems

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

Further information can be found in the "Registration of Beverage Dispensing Equipment/Notification of Intention to Serve Food and Beverages" form in the Order Forms for Exhibitor Services.

### 5.17. Food supervision

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

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

### 5.18. Disturbance due to exhibition goods

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

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

### 6. Environmental protection

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

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

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

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

### 6.1. Waste management

Pursuant to the Recycling Management Act, the Industrial Waste Directive (GewAbfV) and the Waste Framework Directive (Directive 2008/98/EG with amendments via Directive (EU) 2018/851), the prime aim is to avoid generating waste at trade fair centers during the stand setup period, the duration of the fair and the dismantling period.

Exhibitors and their contractors are obliged to contribute to this in every phase of the event. This aim must be pursued at all times, even in the planning stage, and coordinated with all parties involved.

As a general rule, only such materials as can be recycled and pollute the environment as little as possible are to be used for stand construction and operation purposes.

#### 6.1.1. Waste disposal

The exhibitor may only appoint Messe München GmbH to dispose of its waste at the exhibition center. The exhibitor is to ensure that its contractors only appoint Messe München GmbH to dispose of their waste at the trade fair center.

Messe München GmbH is entitled to appoint its contractors to dispose of waste at the trade fair center.

Any materials left behind may be disposed of, without verification of their value, at the exhibitor's expense for an increased fee.

#### 6.1.2. Hazardous waste

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

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

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

#### 6.1.4. Waste disposal fees

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

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

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

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

### 6.2. Water, wastewater, ground protection

#### 6.2.1. Oil/Grease separators

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

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

#### 6.2.2. Cleaning/Detergents

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

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

### 6.3. Environmental damage

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

1. These General Terms of Contract for Exhibitor Services shall apply to the contractual relationship between exhibitors and Messe München GmbH. If exhibitors conclude direct contracts with Messe München GmbH's contracting companies, the terms of contract agreed between the exhibitor and the contracting company of Messe München GmbH shall apply.
2. In case of outside services, Messe München GmbH will pass on orders, applications for permits, etc. to a contracting company or the responsible authorities. No rights or obligations shall arise for Messe München GmbH from this activity. Messe München is entitled to have its services provided by sub-contractors. In the case of guest events, payment can be collected by the organizer concerned.
3. Messe München GmbH is not obliged to check information supplied by the exhibitor for accuracy or completeness. The exhibitor shall be liable in case of doubt.
4. All prices listed in the online or print order forms for exhibitor services are net prices unless otherwise specified. Said prices are subject to VAT at the statutory rate.
5. Any objects rented to the exhibitor are intended only for the purpose agreed (for use at the exhibition stand for the duration of the trade fair) and for the length of time agreed (duration of the trade fair plus time for setting up and dismantling). The exhibitor is liable for damage to or loss of rented objects during the rental period. If the exhibitor's liability is conditional upon fault, he must prove that there was no fault on his part. The rental period begins with delivery to the stand and terminates on return or collection by Messe München GmbH or its subcontractors, even if the exhibitor has already left the stand. Exhibitors are advised to insure rented objects against theft for the duration of the rental period. The exhibitor will be charged at the replacement value for rented objects not returned. In case of damage, the repair costs will be charged if replacement is not necessary. The costs of delivery and collection of the rented objects are included in the rental fee unless otherwise stated in the relevant exhibitor services order form.
6. Messe München GmbH is liable for personal injury (injury to life, body or health) caused by neglect of duty for which Messe München GmbH, its legal representatives or employees are responsible, as well as for other damage caused by wilful or grossly negligent breach of duty by Messe München GmbH, its legal representatives or employees.

Messe München GmbH is also liable for any damage caused by negligent breach of cardinal duties by Messe München GmbH, its legal representatives or employees; cardinal contractual duties include obligations, the fulfillment of which is absolutely necessary for the due execution of the contract and the compliance with which the other contracting party must generally be able to rely on and trust in. In such cases Messe München GmbH is liable only if the damage concerned is typical damage and not consequential damage and only up to EUR 100,000 per claim. Vis-à-vis exhibitors Messe München GmbH is under no circumstances liable for damage to and loss of items brought to the fair by the exhibitor and stand equipment, whereby it is immaterial whether the damage or loss occurs before, during or after the fair. The same applies to vehicles parked by exhibitors, employees or persons appointed by the exhibitor at the exhibition center and on its grounds.

7. Online orders placed via online order forms for exhibitor services or orders via print order forms for exhibitor services provided by Messe München GmbH will be processed punctually by Messe München, i.e. no later than the order deadline stipulated in the terms of order. Messe München GmbH may demand payment of a surcharge pursuant to the terms of order for any orders received after the order deadline.

Orders are subject to acceptance by the contractor. Acceptance may be given tacitly, i.e. by providing the service or product ordered. Acceptance of the order may be refused to exhibitors who have not fulfilled their financial and other obligations towards Messe München GmbH, also from previous events. If the exhibitor is not the invoice recipient, Messe München GmbH is entitled to withhold the exhibition services due for the event until the invoice recipient has fulfilled his financial and other obligations towards Messe München GmbH; Messe München GmbH may inform the exhibitor about its claims against the

invoice recipient, on account of whom Messe München has refused acceptance of the order.

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

If the order is accepted, then the exhibitor must be provided with the service or product ordered in good time as to be available at the beginning of the trade fair. However, Messe München GmbH is entitled to withhold the exhibition services due, including the supply of electricity, water, compressed air, etc., which an exhibitor has ordered from Messe München GmbH, until the exhibitor has fulfilled his financial and other obligations towards Messe München GmbH, also from previous events. If the exhibitor is not the invoice recipient, Messe München GmbH is entitled to withhold the exhibition services due for the event until the invoice recipient has fulfilled his financial and other obligations towards Messe München GmbH; Messe München GmbH may inform the exhibitor about its claims against the invoice recipient, provided that the exhibitor would be affected by the exercise of the right to withhold performance as set out above. The collection of outstanding debts is permitted at the exhibition stand.

Notwithstanding any further provisions set out in the General and Special Terms of Participation of Messe München GmbH governing trade fairs and other events organized by Messe München GmbH, Messe München GmbH is entitled to demand a down payment on the service or product ordered up to the full amount of the agreed remuneration.

For services (e.g. electrical, water and telephone connections, technical service, lettering, supply of electricity, water etc.) which the exhibitor can order in accordance with the above terms, a fixed service prepayment of EUR 20 net per square meter of exhibition space leased is charged regardless of receipt of an order or its scope. The service prepayment does not relate to standbuilding services and publishing services (catalogue entries, internet services etc.). The additional amount in excess of the service prepayment is invoiced to the exhibitor some weeks after the end of the event in an invoice for services ordered. Should the service prepayment be in excess of the fees actually incurred for the services, the amount of the service prepayment in excess of the fees actually incurred for the services is paid back to the exhibitor some weeks after the end of the event. The exhibitor has no entitlement to payment of interest on the service prepayment.

Instead of a down payment on the agreed remuneration, Messe München GmbH may raise an appropriate one-off advance charge for the exhibitor services it provides irrespective of the placement or scope of an order. The amount involved may depend, for example, on the size of the exhibition stand. The advance charge for services does not apply to stand construction services and publishing services (catalogue entries, Internet services, etc.). The amount exceeding the advance charge for services will be invoiced to the exhibitor several weeks after the end of the event by way of the final invoice. Insofar as the advance charge for services exceeds the actual cost of exhibitor services incurred, the excess amount will be reimbursed to the exhibitor several weeks after the end of the event. The exhibitor is not entitled to payment of interest on the advance charge for services.

8. The exhibitor is entitled to cancel the services offered if the cancellation notice is received by Messe München GmbH prior to the expiry of the cancellation deadline pursuant to the terms of order. Should the cancellation notice be received by Messe München GmbH after the expiry of the cancellation deadline, the order is not considered to have been cancelled. In such case, Messe München GmbH is entitled to execute the order or not irrespective of whether it has already commenced with service provision on the stand. If it executes the order, the exhibitor has to pay the costs incurred for the order. If the order is not executed and service provision on the stand has not yet commenced, it may demand payment by the exhibitor of flat rate compensation of 10% of the costs incurred for the order. If the order is not executed and service provision on the stand has already commenced, it may demand payment by the exhibitor of flat rate compensation of 25% of the costs incurred for the order. The right of Messe München GmbH to demand further compensation remains unaffected. The exhibitor may demand a reduction in the flat rate compensation if he proves that Messe München GmbH only incurred fewer costs.



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

9. Messe München GmbH is entitled to withdraw from the contract or cancel it without notice and collect or decline to provide the items or services it has provided or is supposed to provide, if exhibitors fail to meet their financial obligations arising from this contract and still fail to do so after Messe München GmbH has set them a period of grace of five days for fulfillment and this period has expired without result. If Messe München GmbH makes use of its right to withdraw from the contract or terminate the contractual relationship without notice, the exhibitor shall be liable for damages incurred by Messe München GmbH.

10. Invoices for services ordered and invoices for down payments are due for payment immediately upon receipt without deduction, specifying the customer number. They are payable free of bank charges in euros to one of the accounts stated in the invoice concerned.

For value-added tax reasons Messe München GmbH may only issue invoices to an invoicee other than the exhibitor or re-address invoices to an invoicee other than the exhibitor if the invoicee is the contracting partner of Messe München GmbH in respect of the services to be invoiced. If the exhibitor wishes the invoicee and not himself to be the contracting partner of Messe München GmbH, he may request the corresponding form from Messe München GmbH and complete it together with his legally binding signature and return it to Messe München GmbH. Messe München GmbH is not obliged to accept the invoicee named by the exhibitor and deviating from him as its contracting partner.

Insofar as Messe München GmbH has already commenced with service provision vis-à-vis the exhibitor prior to the receipt of this form, Messe München GmbH must invoice these services to the exhibitor.

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

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

Messe München GmbH is entitled to issue invoices in electronic format to the exhibitor instead of paper invoices. Electronic invoices will generally be sent to the exhibitor by e-mail in PDF format. For this purpose, the exhibitor is to provide Messe München GmbH an electronic mail address, to which these electronic

bills can be addressed (e-billing email address). If possible, this e-billing email address should be a non-personalized e-mail address of the exhibitor's accounting department. There is no legal claim to the issuing of electronic invoices. Messe München GmbH is under no obligation to comply with all country-specific requirements for the issuing of electronic invoices. Upon request of the exhibitor, which is to be submitted in writing, Messe München GmbH will issue paper invoices to the exhibitor. Messe München GmbH is entitled to send reminders and other requests for payment to the exhibitor by e-mail. The above provisions shall also apply mutatis mutandis to invoices issued by Messe München GmbH to an invoice recipient other than the exhibitor.