

**Return to:**

Messe München GmbH  
Security, Logistics and Traffic  
Messegelände | 81823 München | Germany  
security@messe-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.     |

We hereby order—in the name and on behalf of the above-mentioned exhibitor—subject to the Regulations and Important Notes on Evening Events on the Exhibition Stand detailed on page 2:

Name and mobile phone no. of the contact with overall responsibility for the evening event

Stand size (m<sup>2</sup>)

## Date and time of the evening event(s)

| Date               | 18.00 (til 22:00 at the latest) | Expected number of participants |
|--------------------|---------------------------------|---------------------------------|
| Wed. June 14, 2023 | 18:00 –                         |                                 |
| Thu. June 15, 2023 | 18:00 –                         |                                 |

## Service partners

Our service partners are at your disposal to provide professional support for your stand party.

Click [here](#) for a list of catering companies.

View our service partners for event technology [here](#).

## Special features

- Use of open fire, pyrotechnics
- Use of smoke machine, laser equipment
- Use of compressed gases, liquid gases, flammable liquids and deep fryers > 50 l capacity
- additional stage area with podium (e.g. for live band, DJ, etc.)
- Use of additional space in the loading yard

Space requested: \_\_\_\_\_ m<sup>2</sup>.

Use only in exceptional cases and by prior approval from the TAS.

Please ensure compliance with the Regulations and Important Notes on Evening Events on the Exhibition Stand.

## Charges

The costs for this are charged to you in the final invoice as a one-off amount per exhibitor and are as follows:

EUR 950.00 plus statutory VAT for stands of up to 99 m<sup>2</sup> per evening and stand in the hall  
 EUR 1,150.00 plus statutory VAT for stands from 100 m<sup>2</sup> per evening and stand in the hall

We hereby declare that we agree to the regulations for evening events at the exhibition stand.

Please note that, if stand cleaning services are booked via Messe München GmbH, a surcharge pursuant to the ordering options in the Exhibitor Shop or form 7.1 will be raised.

|              |  |
|--------------|--|
| Place / date | Company stamp and legally binding signature of exhibitor |
|--------------|--|

## ■ Regulations and Important Notes on Evening Events on the Exhibition Stand

### ■ Timing

Evening events or stand parties on your own exhibition stand must be notified by one week prior to start of the trade show at the latest, using the attached form, and require authorization in writing from Messe München GmbH. The exhibitor may assert no claim in respect of the granting of authorization insofar as such authorization is not required by law).

The event may start from 18:00 and must end no later than 22:00. Until 22:30, the necessary clearing-up work may be undertaken on the stand area.

By 23:00 at the latest, all persons must have left the exhibition center.

### ■ Musical renditions (GEMA)

Musical renditions on the exhibition stand (recorded or live) are permitted from 18:00 only. Exhibitors are themselves responsible for obtaining GEMA authorization, which is required for this purpose. The volume of the sound produced may not exceed 85 dB during evening events.

### ■ Security and stewarding service

During the event, it must be ensured that aisle areas and neighboring stand areas are not included in your activities. For the general protection of neighboring booths against trespassing, damage etc., Messe München GmbH will schedule security staff. However, the exhibitor who has registered the evening event is liable for any damage and cleaning costs attributable to this event.

All attendees are to follow the instructions of the security and public order service staff deployed by Messe München GmbH. To ensure a smooth, uninterrupted event, we recommend that you consult with your booth neighbors in advance of the planned event.

### ■ Charges

During evening events, Messe München GmbH provides for the toilet facilities, cloakrooms as well as the car parks, medical service etc. to be opened, and for the necessary general security and stewarding service in the exhibition halls and the entrances.

**The costs for this are charged to you in the final invoice as a one-off amount per exhibitor and are as follows:**

- EUR 950.00 plus statutory VAT for stands of up to 99 m<sup>2</sup> per evening and stand in the hall
- EUR 1,150.00 plus statutory VAT for stands from 100 m<sup>2</sup> per evening and stand in the hall

### ■ Technical equipment / Catering

The use of smoke machines, laser equipment, safety gas, pyrotechnical devices or other flammable materials is subject to mandatory approval. It must be registered in good time but no later than one week prior to the evening event and requires authorization from the Technical Exhibitor Service of Messe München GmbH in coordination with the relevant authorities. All materials used for decorative purposes must be of a highly flame retardant nature (class B1 to DIN 4102 or class B to EN 13501-1).

Only the stand space hired by you may be used for the event. All escape and rescue routes must be kept clear at all times and may not be obstructed by stand structures or used as storage space. Any changes to the stand layout approved by the Technical Exhibitor Service (e.g. due to seating, rerouting of escape route within the stand, etc.) are to be coordinated with the Technical Exhibitor Service in good time but no later than one week prior to the evening event. Tents may only be erected in the loading yards in exceptional cases subject to the approval of Messe München GmbH's Technical Exhibitor Service.

### ■ Admission for vehicles

Entry to the exhibition center is possible for catering vehicles, event technicians or music groups as of 16:00 without pre-notification for evening events via the open gates, on condition that your event has been notified and authorized, and that the passengers in the vehicle can identify themselves as participants of your evening event (see below "Admission for service staff and guests"). Please note that all vehicles must leave the exhibition center no later than 23:00 on the respective day. Vehicles remaining on the exhibition premises after 23:00 will be removed for security reasons and at the owner's expense.

We regret that only delivery and transport vehicles may drive onto the exhibition grounds. In particular passenger cars and other passenger transport vehicles should proceed directly to the designated parking areas.

**Please note for your own safety: As of 23:00, only emergency lighting is available in the Parking Garage West, and lifts will no longer operate.**

### ■ Admission for service staff / guests

If you are expecting external service staff for your evening event, please provide them with a valid admission ticket. Corresponding ticket codes will be supplied to you together with the permit. On the day of the event, staff authorized by you will then be admitted at the entrances and gates as of 16:00.

### ■ General Terms of Contract

General Terms of Contract for Exhibitor Services of Messe München GmbH are a constituent part of any contract concluded. We would like to point out specifically that the Technical Guidelines of Messe München GmbH and the Bavarian directive governing the construction and operation of places of assembly (BayVStättV) require compliance.

All information are subject to possible official requirements with regard to a COVID-19 hygiene concept. Due to the pandemic, evening events in general are only possible subject to official authority approval and corresponding conditions.