

All set-up work will be carried out by the Technical Exhibition Services Division of Messe München GmbH (MMG) and by its contracting firms.

1. Set-up and dismantling dates

The schedules for setting up and dismantling of the stands will be fixed in agreement with the organiser and can be obtained from the technical Department prior to the beginning of the trade fair.

We regret to inform you that an extension is not possible.

2. General Terms and Conditions governing the construction of stands

Unless otherwise explicitly stipulated by the organiser, the following General Terms and Conditions governing the construction of stands apply:

- a) **Regulations governing work with carpentry machinery**
Work involving circular saws, planing machines, or any other carpentry machinery that produces dust and shavings may only be carried out in the halls if an appropriate vacuum device is used.

- b) **Fire regulations**
In the case of one-storey structures, stand covers < 30 m² may be used after consultation with the Technical Exhibition Services Division. If larger areas are to be covered, a sprinkler system (**form 5.3**) must be installed.

Different regulations apply to Hall B0. Please contact the Technical Exhibition Services Division for further information.

Any materials used for stand covers or for decorative purposes must be at least difficult to ignite (B1 in compliance with DIN 4102). The appropriate proof that they have been tested must be submitted to the Technical Exhibition Services 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's Technical Exhibition Services Division.

You will find further information in the leaflet 'Fire Protection Measures at Trade Fairs and Exhibitions' and on form 1.2.

- c) **Planning permission**
Each installer of an exhibition stand bears individual responsibility for its structural design, installation and operation, as well as for compliance with all legal stipulations applying to exhibitions and fairs, and with the terms of participation set out by Messe München GmbH.

Approval must be sought for special constructions (such as bridges, stairs, cantilever roofs, and galleries). When using glass and/or Plexiglass, please give your particular attention to the notes set out in the "Glass and Plexiglass Usage for Stand Construction Purposes inside the Exhibition Halls" information sheet.

3. Hall floors, ceilings and walls/open-air 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, walls or ceilings is not permitted.

Important note:

Spilled oil damages the asphalt surfacing. The exhibitor shall bear the costs for repairs to soiled or damaged surfaces.

4. Official regulations and permits

The exhibitor and any stand-building company commissioned by him are obliged to adhere to the regulations in force concerning labour 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 an open 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 and "Additional Electrical Installations", form 3.3).

Outflow into the sewer system must not contain contaminants in excess of normal household levels. Waste water 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 trade fair management.

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 fair grounds. A radio frequency plan of the New Munich Trade Fair Centre can be obtained on request from the Technical Exhibition Services 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 neighbouring 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.

GEMA permit

According to Section 15 of the copyright law of 9 September 1965 the permission of GEMA – Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (Musical Performance and Mechanical Reproduction Copyright Watchdog) – must be obtained if music is to be reproduced on an exhibition stand (**see form 1.4**).

Please contact:

GEMA Bezirksdirektion, Postfach 80 06 20
81606 München, Germany, Phone (+49 89) 4 80 03-01.

Limitation of volume of music transmission equipment

The maximum permitted noise level when using music transmission equipment with loudspeakers is 70 dB(A). In special cases, however, MMG reserves the right to impose further limitations. The exhibitor is obliged to ensure that the maximum permitted noise level is not exceeded. He must also permit MMG staff or their representatives to enter the stand at any time to check or adjust the volume.

If the exhibitor does not comply with these regulations MMG is entitled to interrupt, without any special notification, or cut off the power supply to the stand.

5. 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 5000.00 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.

6. Complaints

must be made to MMG in writing immediately upon reception of the stand but not later than the last day of assembly, so that MMG can rectify any faults. Subsequent complaints cannot be considered and are not grounds for claims against MMG.

7. Insurance

Provision of insurance by the exhibitor for the exhibited items against all possible risks is mandatory (see **form 17.1/17.2**). Exhibitors are free to choose insurance companies as they like.

8. Forwarding agents

The official forwarding agents are:

Fairexx Logistics for Exhibitions GmbH
 Marienstr. 28
 12207 Berlin
 Germany

The use of forklifts and hired cranes is permissible only through the official forwarding agents. In certain cases, special approval by the MMG's Technical Exhibition Services Division may also be required.

9. Driving motor vehicles on the fair grounds

- a) Persons driving motor vehicles of any kind on the fair grounds shall do so at their own risk. With the exception of the special cases given in Item 9b) no vehicles shall be driven on the fair grounds while the fair is open.

During the assembly and dismantling of stands, trucks may enter the grounds for unloading and loading purposes only.

On the last day of assembly and the first day of dismantling, parking spaces are available for trucks, vans, trailers, containers, etc. (see Item 10).

For security reasons, and to guarantee smooth traffic, assembly and loading, cars are to be parked outside the loading areas during the assembly and dismantling period.

- b) Essential **deliveries** may be made at the gable ends of the halls between the hours of **8 am and 7 pm**, 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 personnel at specified gates. The gates in question will be given in the Exhibitor Information on Transport, sent to you separately. This pass will give you access to the area for one hour so that you can unload your goods at the hall, or so that you can take physically handicapped colleagues to the exhibition centre. As access to the loading areas interferes with the conduct of the fair, they may only be used for **deliveries between 7 am and 8.00 am, and from approx. 6 pm to 7 pm. For this reason, all delivery vehicles must have vacated the areas by 8 am at the latest**.

Provided you leave within the stipulated one-hour period, your EUR 100.00 deposit will be returned to you. (Please attach the pass to the windscreen so that it is clearly visible.)

If vehicles are left in the grounds longer than one hour, the deposit of EUR 100.00 will be forfeited. Your vehicle will also be removed from the grounds and you will be liable for the costs. 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 Technical Exhibition Services Division.

10. Long-term car parks

For 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 goods vehicles

Parking spaces in the vicinity of the trade fair grounds will be available for your vehicles during the trade fair. You will receive further information about parking facilities in a separate letter to exhibitors in good time before the start of the trade fair. Long-term parking permits for trucks/trailers can be ordered with **order form 8.3**.

11. Alterations

MMG reserves the right to make alterations with respect to technical organization and safety.



TECHNICAL GUIDELINES

New Munich Trade Fair Centre

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1. Preface

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

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

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

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

MMG reserves the right to check compliance with these regulations and to take appropriate action should they be violated. The relevant statutory regulations applying at the given time must also be observed.

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

The Exhibitor Service Package with the order forms for services is despatched in good time. The order forms are to be completed and returned in accordance with the deadlines set out in the Exhibitor Service Package. Depending on the fair or event concerned, orders can in some cases be placed electronically via the Internet-based online ordering system.

Orders only become valid if they are accepted. Acceptance may be given tacitly, i.e. by means of provision of the service ordered. Exhibitors are not entitled to acceptance of their orders unless the law gives rise to such an entitlement. Acceptance of an order can be refused, particularly in cases where the exhibitor/organiser concerned has not fulfilled his financial obligations vis-à-vis MMG, e.g. those outstanding from previous events. In addition, MMG reserves the right to charge a supplement on the stand fees in accordance with the details shown in the Exhibitor Service Package for any orders received after the deadline.

After stand space has been allocated, circulars will be sent to the exhibitors informing them of further details concerning the preparation and organisation of the fair.

These Technical Guidelines have been agreed by:

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

in order to formulate them with a common structure.

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

The German text is binding.

1.1. House rules

The trade fair centre is private property. The owner is Messe München GmbH – MMG –, Messegelände, 81823 München, Tel. +49 (0)89 949-01. MMG and the respective organiser exercise domiciliary rights.

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

1.2. Opening hours

1.2.1. Stand construction and dismantling times

During the general stand construction and dismantling periods, work can be done in the halls and outdoor exhibition area between 8 am and 10 pm insofar as no other times have been specified for the given fair.

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

1.2.2. Duration of the event

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

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

2.1. Road traffic regulations

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

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

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

The German Road Traffic Regulations apply throughout the entire trade fair centre and the exhibition car parks. A maximum speed limit of 20 km/h applies within the exhibition grounds.

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

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

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

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

2.2. Emergency routes

2.2.1. Fire service movement zones, fire hydrants

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

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

Hydrants in the halls and outdoor exhibition area may neither be obstructed nor made unrecognisable or inaccessible.

2.2.2. Emergency exits, escape hatches, hall aisles

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

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

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

2.3. Safety equipment

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

2.4. Stand numbering

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

2.5. Security

MMG and/or the security company commissioned by it to supervise the trade fair centre is/are responsible for security at the entrances and in the halls. MMG offers no guarantee that the trade fair centre will be secured and monitored continuously. MMG is authorised 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 MMG. Exhibitors are responsible for the security of their own stands and should organise it themselves as they see fit. However, only security guards from the company commissioned by MMG to secure the trade fair centre may be employed.

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

2.6. Evacuation

MMG 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.

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 ²
C1-C4	approx.	10,000 m ²
B0	approx.	3,500 m ²

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 C1-4) 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 C1-4 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 load-bearing capacity of the floors in all halls is 5 t/m² (50 kN/m²). A total truck weight of up to 60 t (600 kN) is allowed. The maximum permissible fork-lift load is 14 t (140 kN). The maximum lump load on a floor area of 30 cm x 30 cm is 10 t (100 kN) – this does not apply however to utility duct covers.

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

3.1.1. Normal lighting, type of current, voltage

The normal lighting in the halls is provided by MMG. The normal artificial lighting in the halls during the actual fair is approx. 50 lux/m² measured 1 m above the floor.

Each hall is lit by daylight and artificial light.

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

Mains type: TN-S System

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

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

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

Compressed air, electricity, gas and water are supplied to the stands in the halls via the utility ducts located approx. every 5 m in the hall floor (approx. 4.5 m in the case of Halls C1-C4 and approx. 4.85 m in the case of Hall B0); no gas supply is available in Hall B0. The utility duct covers measure approx. 43 cm x 43 cm (the utility duct is approx. 35 cm wide).

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

Electricity supply 200 W/m²

Connection for water DN 25/min. 3.5 bar

Waste water DN 100

Connection for sprinklers 50 DN, available in every second duct

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

Connection for gas DN 25/20 mbar

3.1.3. Communications equipment

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

3.1.4. Sprinkler systems

The halls are equipped with sprinkler systems. Every second utility duct is fitted with a main sprinkler connection via which the stands can be supplied.

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

3.1.5. Heating, ventilation

MMG provides for the general heating and ventilation of the halls.

All the halls are partially air-conditioned.

3.1.6. Faults

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

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

3.2. Outdoor exhibition area

Outdoor exhibition areas F5-F8 approx. 103,000 m².

Special outdoor exhibition areas F9-13 approx. 150,000 m².

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

Road surface: asphalt

Width of access roads: 8 m or 12 m

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

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

Connection for water: DN 40/min. 3.5 bar

Waste water: max. DN 100

Electricity supply: 50 W/m²

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. General stand construction regulations

4.1. Stand construction safety

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

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

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 guaranteed stability and traffic safety even if the items concerned have received prior approval.

Stand structures in the halls with a height in excess of 4.00 m must have sufficient stability to be able to withstand dynamic pressure of 0.125 kN/m² ("hall draught").

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-storey 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-storey stands, providing their floor space does not exceed 150 m² and they are not higher than 3.00 m.

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

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

4.2.1. Stand structures subject to inspection and approval

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

Stand space in the halls

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

Stand space in the outdoor exhibition area

Single-storey stands with floor space in excess of 50 m² or higher than 5.00 m must be submitted for approval to MMG's Technical Exhibition Services Division in duplicate (ground plan and elevation sketches to a scale of at least 1:100) by the deadline specified in the Exhibitor Service Package at the latest. To the extent that approval is granted, one copy is then returned to the exhibitor/stand-builder with MMG's stamp of approval. This means that the stand construction concerned has been approved.

Approval for multi-storey stands, special constructions, rooms with seating for more than 30 persons, darkened rooms for slide/film shows must be applied for by submitting the "Application for Special Stand Designs" form to MMG's Technical Exhibition Services Division by the deadline specified in the Exhibitor Service Package at the latest. The form must be completed in German and submitted with the required number of copies to MMG together with the required documents that must also be in German. To the extent that approval is granted, the stand design is not deemed to have been approved before confirmation of approval has been issued to the exhibitor/stand-builder and the structural documentation returned to the exhibitor/stand-builder.

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

4.2.2. Vehicles and containers

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

Motorised/mobile exhibition stands (show trucks, buses, trailers, etc.) must be equipped with a sprinkler system if they constitute a single, uninterrupted area measuring more than 30m². Such areas as have cavities also constitute single, uninterrupted areas unless the cavities concerned are large enough for fire safety purposes.

4.2.3. Removal of non-compliant stand structures

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

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

4.2.4. Extent of liability

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

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

4.3. Construction heights

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

The maximum construction height varies from event to event and is specified either in the Special Terms of Participation or Important Notes sections of the relevant Exhibitor Service Package. Contact the team responsible for technical organisation if in doubt.

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

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

4.4. Fire prevention

4.4.1. Fire prevention and safety regulations

4.4.1.1. Stand construction and decorative materials

Readily flammable materials and such that drip or give off toxic gases when burning may not be used. The use of plastics (e.g. polystyrene, rigid polyurethane foam, Styropor, etc.) is only allowed with the prior written consent of the Technical Exhibition Services Division (informal application with details of type of material, quantity and planned installation environment required). Verification of the fire resistance of the material concerned must be provided.

Decorative materials must be at least fire-resistant according to DIN 4102. MMG can only allow the retrospective rendering of decorative materials fire-resistant if this occurs with the approval of the Munich Municipal Fire Department, using a suitable and approved fireproofing agent and given compliance with the relevant processing instructions. MMG's consent can be made subject, above all, to the fire load to be taken account of.

Decorative materials with standard fire resistance may be used in certain areas if their location is sufficiently protected against fire. A test certificate confirming the classification of the materials used may need to be presented. Suspended stand decorations must be at least 2.50 m above the floor.

In individual cases and for safety purposes, special conditions may be imposed for load-bearing structural components (e.g. non-flammability). Stand floor coverings must be laid with sealed joints.

Cable binders may not be used for fastening structurally stressed parts.

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

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

As a rule, waste materials should be removed and disposed of immediately or collected in appropriate containers and then disposed of correctly.

4.4.1.3. Explosive substances, ammunition

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

4.4.1.4. Pyrotechnics

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

4.4.1.5. Use of balloons, airships and other flying objects

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

4.4.1.6. Smoke machines

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

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

No containers for non-recyclable, recyclable and residual waste made of flammable materials are to be used on the stands. Any non-recyclable, recyclable and residual waste produced on the stands should be disposed of regularly, on the evening of each event day at the latest or put into the waste bags intended for this purpose and placed at the edge of the aisle-side of the stand. Readily flammable waste materials such as wood chippings, other bits of wood, sawdust and the like should be kept in sealed containers and disposed of on a daily basis or several times per day if large quantities are produced.

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

See also Item 6 "Environmental Protection" and the Waste Disposal form in the Exhibitors' Service Package for further information on waste disposal.

4.4.1.9. Spray guns, nitro-cellulose paints

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

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

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

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

4.4.1.11. Empty packaging

The storage of empty packaging of any kind (e.g. packaging and packing materials) in the halls (both on the stands and outside the stands) or in the loading yards is prohibited. Any such items should be removed as soon as they have become empty.

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

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

4.4.2. Stand coverings

Irrespective of their size, stand coverings of any kind are subject to approval and must be registered in writing with Messe München GmbH's Technical Exhibition Services Division (see Application for Preventive Fire Protection Measures form in the Exhibitor Service Package).

Halls A1-6, B1-6, C1-4:

Stand coverings must generally be of a fire-resistant nature (B1 according to 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 m².

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

Given the consent of the Munich Municipal Fire Department, sprinkler systems for stand coverings larger than 30 m² are not necessary if the coverings meet the following requirements:

- Metal modular or grid ceilings:

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

- Textile coverings:

The covering is fire-resistant and its horizontal installation below sprinkler units has been approved by the Association of Damage Insurers (VDS) (wide-mesh netting or fabric with integral thread fusing). VDS' written approval should be submitted to Messe München GmbH's Technical Exhibition Services Division; compliance with the VDS installation instructions is required.

Hall B0:

Only such mesh/netting materials as have been approved by the VDS and are sprinkler-compatible may be used.

Further information on the materials approved for stand coverings and the suppliers of such materials can be obtained from the Exhibitor Service Package (see Notice on Sprinkler-compatible Materials) or use our download service via the Messe München homepage (www.messe-muenchen.de/Services/Ausstellerservices/downloads).

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

4.4.3. Glass and acrylic sheet

Only glass suited to the relevant purpose may be used. In the case of structures made of glass, only laminated safety glass may be used. Ask the 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 homepage (www.messe-muenchen.de/Services/Ausstellerservices/downloads).

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

4.4.4. Rooms used by staff

Any separate rooms on the stand used by staff (offices, recreation rooms, meeting rooms) must have an adequately clear view of the nearest escape route (visual link).

Stand structures in the outdoor exhibition area with rooms used by staff that have no visual link to the rest of the stand or such that can only be accessed via another separate room (trapped rooms), must be equipped with an emergency exit hatch (window opening at least 60 x 100 cm, breast wall height max. 110 cm, without protective grating and openable from the inside without difficulty), leading directly out into the open air.

Alternatively, "trapped" rooms may only be separated from the main stand unit by glass walls so that the separate nature of the room is retained visually.

4.5. Exits, escape routes, doors

4.5.1. Exits, escape routes

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

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

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

If within a given stand the maximum length of an escape route to a hall aisle exceeds 10 m, the stand must be equipped with a second exit and/or an aisle at least 2.5 m wide leading to a hall aisle.

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

The clearance width of escape routes and exits must measure at least 1.00 m.

4.5.2. Doors

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

4.6. Platforms, ladders, ascents, bridges

All general walkways immediately adjacent to areas that are more than 0.20 m lower must be protected by a balustrade of at least 1.00 m in height and equipped with at least top, middle and lower cross-braces.

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

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

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

4.7. Stand design

4.7.1. Appearance

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

Stand walls bordering on visitor aisles must include glass panels, alcoves, displays, etc. to give them a more appealing look.

The exhibitor's name and location must be indicated on the stand in a clearly visible manner.

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

4.7.2. Checking stand size

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

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

The boundaries of the stand area must be observed.

(See also Item 4.7.4. Hall floors)

4.7.3. Structural modifications to halls

Hall components and technical facilities may not be damaged, soiled or in any way changed (e.g. by drilling of holes, use of nails or screws, etc.). Nor may paint, 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 with the written consent of the Technical Exhibition Services Division. To this end, the floor anchorages required should be registered in writing with the Technical Exhibition

Services Division two weeks prior to the commencement of the stand set-up 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 MMG's consent, flat-rate repair charges of EUR 50 per drill hole plus VAT will be raised.

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. 4.5 m, B0 approx. 4.85 m). Hall C1 is equipped with two utility ducts running the length of the hall in addition to those running across its width.

Usage of the utility ducts is reserved exclusively for MMG's relevant service partners.

4.7.6. Stand perimeter walls

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

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 bordering directly on a neighbouring stand, a distance of 2 m should be kept free to the perimeter of the stand concerned.

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

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

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

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

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

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

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

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

5.1. General regulations

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

5.1.1. Damage

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

5.2. Use of machinery

The use of stud guns is prohibited.

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

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

5.3. Electrical installation

5.3.1. Connections

Electrical installations from the utility ducts to the stands may only be fitted by MMG and/or contractors appointed by it. The electrical installations to be exclusively fitted by MMG and/or contractors appointed by it include the main electrical connection and cabling, master fuse and, if applicable, the master switch/electricity meter. MMG'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 MMG's Technical Exhibition Services Division.

Exhibitors are expressly forbidden to obtain electricity from neighbouring stands. Furthermore, exhibitors are not entitled to supply any third parties at the trade fair centre apart from his co-exhibitors with electricity. This applies particularly to neighbouring stands.

Furthermore, exhibitors are not entitled to supply any third parties at the trade fair centre apart from his co-exhibitors with such electricity as is supplied to him by MMG. This applies particularly to neighbouring stands.

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

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, whereby the interconnecting of several main connections that are in-

dividually inadequate for the simultaneous operation of the items concerned is not allowed. Should MMG determine that the exhibitor is not complying with this requirement, MMG is entitled to upgrade the given electrical installation at the expense of the exhibitor 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 under certain circumstances have to be run above ground if the location of the connection point makes this necessary.

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

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

To the extent that power consumption is not payable on a flat-rate basis, it will be determined via the meter fitted and invoiced at the per-kWh prices shown in the Exhibitor Service Package.

For safety reasons, Messe München 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 (Association of German Electricians) regulations, EU requirements and accepted technical practice.

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

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

5.3.3. Installation and operating regulations

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

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

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

The regulations set out in the "Electrical Installation on Exhibition Stands" section of the Exhibitor Service Package require full compliance.

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

5.3.4. Safety precautions

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

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

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

5.3.5. Safety lighting

Stands whose specific design or structure render the given building's general safety lighting ineffective must be equipped with their own, additional safety lighting in accordance with VDE 0108. It must be installed in such a manner that the general escape routes can be accessed safely.

5.4. Installation of water/waste water facilities

5.4.1. Connections

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

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

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

Water/Waste water piping in the halls will be laid in utility ducts wherever possible, but may under certain circumstances have to be run above ground if the location of the connection point makes this necessary. In the outdoor exhibition area, water/waste water facilities can generally be installed; the piping can be laid either along the ground or underneath it. In exceptional circumstances, the required location may be so unfavourable that the connection ordered cannot be installed or that, in doing so, additional costs may be incurred.

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

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

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

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

For safety reasons, Messe München reserves the right to cut off the exhibitors' water supply after the event has finished.

5.4.2. Stand installation

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

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

To the extent that plumbing work including connecting up equipment requiring water supply and waste water drainage facilities e.g. sinks is not to be carried out by MMG and/or contractors appointed by it, the exhibitor has to notify MMG in good time prior to the commencement of the work concerned, but 14 days prior to the stand construction period at the latest, as to which plumbing contractors and/or plumbers will be carrying out the plumbing work. If MMG is not supplied with this information by the set time, MMG will connect up the equipment requiring water/waste water facilities and charge the exhibitor with the costs incurred based on the rates applying to the given event.

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

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 MMG's Technical Exhibition Services Division. The water consumed will be measured via meters and charged at the rates stipulated in the Exhibitor Service Package. MMG reserves the right to prohibit the use of refrigerators/freezers with open refrigeration cycles.

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. MMG reserves the right to install a compressor for the supply of compressed air on the stand in cases where, for instance, little compressed air is required. The use of a compressor to be supplied by the exhibitor himself has to be notified to MMG's Technical Exhibition Services Division 4 weeks prior to commencement of the stand construction period of the given event at the latest. The exhibitor is not allowed to obtain compressed air for his stand from such persons as have not been authorised to supply compressed air by MMG. Exhibitors are expressly forbidden to obtain compressed air from neighbouring stands. Furthermore, exhibitors are not entitled to supply any third parties at the trade fair centre apart from his co-exhibitors with such compressed air as is supplied to him by MMG. This applies particularly to neighbouring stands.

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

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

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

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

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

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

For safety reasons, Messe München 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 MMG and/or contractors appointed by it providing an appropriate order is submitted.

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

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

5.5b. Information and communications services

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

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

5.6. Machinery, pressure containers and exhaust systems

5.6.1. Machine noise

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

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

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

5.6.2. Equipment Safety Code

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

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

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

The exhibitor authorises MMG with the approval of the relevant authorities to publicly declare on his behalf that the conformity evaluation procedures have not yet been concluded in connection with such exhibits as do not have the prescribed CE coding and that these exhibits do not yet comply with the formal and safety provisions of the relevant regulations and may not be sold or purchased in the countries of the EU and territory of the EEC until such time as they comply with these regulations.

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

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

The stand personnel is also responsible for ensuring that no unauthorised switching processes occur whatsoever.

5.6.2.1. Safety devices

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

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

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

5.6.2.2. Test procedures

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

5.6.2.3. Operating ban

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

5.6.3. Pressure containers

5.6.3.1. Acceptance certificates

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

5.6.3.2. Testing

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

5.6.3.3. Hired equipment

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

5.6.3.4. Verification

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

5.6.4. Exhaust gases and vapours

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

5.6.5. Exhaust systems

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

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

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

5.7.1. Compressed-gas and liquid-gas systems

As a rule, liquid-gas systems are prohibited. Any exceptions to this ruling require the approval of Munich Municipal Fire Department. In any case, only such quantities of industrial gases as are needed for a given day may be kept on the exhibition stand.

5.7.1.1. Application for approval of compressed-gas cylinders

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

5.7.1.2. Use of liquid gas

As a rule, the use of liquid gas is prohibited. Any exceptions to this ruling require the approval of Munich Municipal Fire Department (see Item 5.7.1. Compressed-gas and liquid-gas systems).

Only under the condition that no electric or natural gas systems may be operated, liquid-gas systems can be approved given compliance with the following provisions:

- The location of the installation must be coordinated with Munich Municipal Fire Department.
- The maximum quantity of liquid gas that is permitted to be kept on the stand is 11 kg.
- Compliance with system, location and leakage requirements is to be verified and certified by an independent expert (TRF 9.1 and 9.3).
- The Code of Practice for Liquid Gas (TRF) must be observed.

5.7.1.3. Installation and maintenance

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

5.7.2. Flammable liquids

5.7.2.1. Storage and use

The storage and use of flammable liquids (see Occupational Safety Directive/BetrSichV valid at the given time) in the exhibition halls and on the exhibition grounds is prohibited without written approval to this effect. Approval for the storage and use of flammable liquids can only be granted in connection with the operation or demonstration of exhibits. See Application for Preventive Fire Protection Measures in the Exhibitor Service Package for further information.

5.7.2.2. Storage needs

In exceptional cases, storage needs may be registered for approval with Munich Municipal Fire Department and applied for via the Application for Preventive Fire Protection Measures form with Messe München GmbH 2 weeks prior to the commencement of the event proper at the latest.

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

5.7.2.3. Storage containers

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

5.7.2.4. Storage location

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

5.7.2.5. Conditions to which operation is subject

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

5.7.2.6. Pouring liquids into equipment

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

5.7.2.7. Empty containers

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

5.8. Asbestos and other dangerous substances

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

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

The forwarding agents under contract to MMG, hereinafter termed "official forwarding agents", exercise sole forwarding agent rights at the trade fair centre e.g. transportation of exhibits, stand structures, etc. to the stands incl. provision of any auxiliary equipment required as well as customs clearance for temporary or permanent importation purposes. Only official forwarding agents may be appointed to render forwarding agent services at the trade fair centre.

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

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

5.12. Musical reproduction

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

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

5.13. Beverage dispensing systems

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

5.14. Food supervision

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

As far as the commercial 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 Exhibitor Service Package.

5.15. Disturbance due to exhibition goods

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

relevant organiser. In such cases, MMG decides when the stand that has been closed down should be dismantled.

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

6. Environmental protection

MMG is committed to the protection of the environment.

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

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

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

6.1. Waste management

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

6.1.1. Waste disposal

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

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

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

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

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

6.1.2. Waste requiring special supervision

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

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

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

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

6.1.3. Waste brought to the trade fair centre

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

6.2. Water, waste water, ground protection

6.2.1. Oil/Grease separators

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

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

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

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

The service form for ordering the installation of a grease trap can be requested from the Technical Exhibition Services Division.

6.2.2. Cleaning/Detergents

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

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

6.3. Environmental damage

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

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