

Important Notes

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

Please submit your order forms and sketches immediately – but no later than 6 weeks before the trade fair begins. MMG reserves the right to charge an additional fee for late orders.

1. Set-up and dismantling dates

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

2. General Terms and Conditions governing the construction of stands

a) Height of structures and advertisements

The height of constructions within the halls shall not exceed 2.5 m for single-storey and 6 m for two-storey stands, unless otherwise provided. Exceptions concerning these limits will be given at the sole discretion of the Technical Exhibition Services Division, taking stand location and design into consideration.

The express permission of the Technical Exhibition Services Division must be obtained for two-storey stands or for stands exceeding 2.5 m in height. Further information on this can be found in "Conditions for Two-Storey Stand Construction" and on form 1.3 "Application for Special Stand Designs".

The backs of walls facing neighbouring stands must be kept white, neutral, and clean. In the case of advertising structures facing directly adjoining stands, there must be a minimum distance of 2 m to the edge of the stand concerned.

Flashing or changing lights must not be used for advertising purposes.

b) Partition walls

Partition walls will be set up by request only, with the cost being borne by the exhibitor concerned. To order these walls or additional stand walls (height 2.5 m), please use **form 2.11 or 2.12**.

c) 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.

d) 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.

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.

e) Planning permission

In the case of one-storey stand structures not exceeding 3 m in height for use in the halls, it shall not be necessary to submit plans for approval, provided the terms of participation are observed. We shall be prepared on request, however, to check copies of stand drawings sent to us in duplicate, and to return an approved copy.

You will find further information on this in the 'Building Regulations' on form 1.3.

Stand drawings containing ground plans and elevations to a scale of 1:100 (in exceptional cases 1:50) must be submitted in duplicate to the Technical Exhibition Services Division for approval at the latest 6 weeks before the beginning of the fair.

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.

Precise plans of the position of anchorages for tents, guy ropes, flag poles and other earth works in the open-air area must be submitted to the Technical Exhibition Services Division for approval. No excavations of any kind in the trade fair grounds are permitted without written authorization.

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 "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 EMV/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.

Prior written permission for any demonstrations, **acoustic advertising**, or the use of machinery and equipment must be obtained from Messe München GmbH. 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. **Form 1.2** and the leaflet "Fire Protection Measures at Trade Fairs and Exhibitions" provide information on the **fire protection measures**. **Form 1.2** lists equipment and plant which must be registered with and permission obtained from the Städt. Branddirektion (Municipal Fire Department).

ESC CONGRESS 2004

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EUROPEAN
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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 Rights Society) – 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
D-81606 München, 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, D-80337 München or, if it is already planned to make use of foreign employees, from the Landesarbeitsamt Südbayern (South Bavarian Regional Employment Office), Thalkirchner Str. 54, D-80337 München 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).

8. Forwarding agents

The official forwarding agents is:

FAIREXX Logistics for Exhibition GmbH
Mr. Marco Junghans, Managing Director
Tel.: +49-30-4403-4711
Fax: +49-30-4403-4779
Email: contact@Fairexx.com

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

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 the Exhibitor Information on Traffic Regulations sent separately.

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

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.

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. The price for a parking space for the whole duration of a trade fair is EUR 7.00 incl. VAT per day.

For goods vehicles

Parking spaces near the trade fair grounds will be available for your vehicles during the trade fair. At present construction is still going on in the grounds, but 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.