General Terms of Participation A
Messe München GmbH

A 1 Applications

All potential exhibitors wishing to take part in the event are expected to express their wish to do so by submitting an application as exhibitors for the respective event to Messe München GmbH. The application can be made online or by using a print copy of the "Application" form, duly completed and signed, to be submitted to Messe München GmbH. With the application, exhibitors express to Messe München GmbH their serious interest in taking part in the event as exhibitors. Messe München GmbH is entitled to allocate exhibition space to applications which are received after the application deadline or after the start of stand allocation as set out in the Special Terms of Participation (B), as late applications and desist from processing them. All exhibits must be described precisely in the application form, Co-exhibitors and additionally represented companies are added in the application form. The same particulars must be specified for them as for the exhibitor. Incomplete applications cannot be considered. This application procedure does not apply to organizers of joint stands. They are not stands as defined by the Terms of Participation.

A 2 Admission

The exhibitor accepts that the General Terms of Participation A, Special Terms of Participation (B) and the Technical Guidelines are legally binding as soon as an application has been submitted. Messe München GmbH submits a placement proposal (stand offer) to the exhibitor in writing. The exhibitor must accept this placement proposal within the set time limit. The exhibitor’s acceptance of the placement proposal is necessary to conclude the contract which has been set up by Messe München GmbH. The contract concerning stand space rental and participation in the fair or exhibition is not deemed to have been concluded before Messe München GmbH has informed the exhibitor to this effect in text form prior to the contract being concluded. The length of the acceptance period is necessary due to the fact that Messe München GmbH may have to undertake space reallocation that may affect exhibitors on account above all of the rejection of prior provisional allocations and the subsequent reallocation of accepted applications. exhibitors. Exhibitors do not have a legal claim to admission unless such a claim exists by law. Exhibitors who have not received their stand allocation proposal by Messe München GmbH, e. g. in case of previous events, or have infringed the regulations governing the use of the Messe München (Munich exhibition center) or MOC Veranstaltungscenter München or the Terms of Participation, may be excluded from admission.

Messe München GmbH is entitled to withdraw from the contract or to terminate the contractual relationship without notice if admission was based on incorrect or incomplete statements by the exhibitor or if the exhibitor no longer fulfills the conditions for admission.

Only such items as have been declared and admitted may be exhibited. Hired or leased items may not be exhibited. An exception is made in the case of objects which are not part of the given exhibitor’s range of goods, but which are required for the exhibitor’s display (e.g. non-display purposes). No products may be exhibited that were manufactured by way of exploitative child labor as defined under the provisions set out in ILO Convention 182. Co-exhibitors are not entitled to participate, nor additional organizations represented, unless expressly specified in the notice of admission.

Messe München GmbH may differ from the type, size and location of the exhibition space requested by the exhibitor and, as far as permitted by law, exclude exhibits from admission or make admission subject to appropriate conditions. The exhibitor’s reservations, conditions, and particular wishes (e.g. regarding location, exclusion of competitors, stand construction or design) will be taken into account only to the extent that Messe München GmbH can do so within the scope of its rights and obligations.

Space will be allocated according to Messe München GmbH’s requirements and the prevailing conditions, and in accordance with the classification system for the fair as applied by Messe München GmbH. Messe München GmbH reserves the right to change the order in which applications are received.

A 3 Rental contract

The rental contract comes into force when Messe München GmbH has notified the exhibitor in writing that he is admitted. This generally occurs when layout planning work has been completed. The exhibitor may only change the location, in particular of neighboring stands, can change up until the time the fair opens. Messe München GmbH is also entitled to relocate or close entrances to and exits from the exhibition area in its usual operation to make other operations, Exhibitors cannot make claims against Messe München GmbH because of such changes. Messe München GmbH may also subsequently, i.e. after conclusion of the rental contract, make changes to space allocations, and in particular change the stand location, type, dimensions and size of the exhibition area rented by the exhibitor, insofar as this is necessary for reasons of safety or public order, or because the fair is oversubscribed and further exhibitions must be admitted or because changes in the assignment of exhibition space ensure that the facilities and space required for the fair are used more efficiently. However, such subsequent changes may not exceed the scope which the exhibitor can reasonably be expected to accept. Should such subsequent changes result in a lower participation fee, the difference amount will be refunded to the exhibitor. Further claims against Messe München GmbH are excluded.

If exhibitors cannot use their stand space or are prevented from making full use of same because they have infringed legal or official regulations or the General Terms of Participation A, Special Terms of Participation (B) or the Technical Guidelines, they are nevertheless obliged to pay the participation fee in full and to pay Messe München GmbH compensation for all damage caused by themselves, their legal representatives or their agents, exhibitors are not entitled to cancel or terminate the contract unless the law specifically entitles them to do so.

The exhibitor may not move, exchange or share its stand, nor surrender it either in part or in full to such third parties as are neither co-exhibitors admitted by Messe München GmbH nor additionally represented companies admitted by Messe München GmbH in their own name. Messe München GmbH is entitled to make the co-exhibitor fulfill the contract.

A 4 Co-exhibitors and additionally represented companies

A co-exhibitor is one that presents its own goods or services, using its own staff on the stand of another exhibitor (the main tenant). This definition includes group companies and subsidiaries. Agents, representatives and co-exhibitors are additionally represented companies in the sense that in the case of an exhibitor that manufactures in its own right, any additionally represented company is any other company whose goods or services are offered by the exhibitor. If an exhibitor that is a co-exhibitor displays not only the products of one manufacturer but also the goods and services of other companies, then these count as additionally represented companies.

The participation of co-exhibitors is only allowed if they have been admitted for participation by Messe München GmbH. The participation of companies as additionally represented companies is only allowed if this is foreseen in the Special Terms of Participation (B) and they have been admitted for participation by Messe München GmbH. Co-exhibitors and additionally represented companies may only be admitted for participation by Messe München GmbH if they would have qualified for admission as exhibitors in their own right. The participation of co-exhibitors and the participation of companies as additionally represented companies is subject to payment of the relevant charges if this is required by the Special Terms of Participation (B). The charge for co-exhibitors and additionally represented companies is payable by the giving exhibitor; it can also be invoiced subsequently by Messe München GmbH after the fair is over.

The exhibitor is responsible for ensuring that its co-exhibitors and other companies it represents comply with the General Terms of Participation A, Special Terms of Participation (B), the Technical Guidelines as well as the instructions of the exhibition management. The exhibitor is liable for the debts and negligence of its co-exhibitors or additionally represented companies as if they were its own. The exhibitor cannot legally demand that Messe München GmbH accepts service orders from a co-exhibitor. The exhibitor has the option to order services for the co-exhibitor from Messe München GmbH in its own name. Messe München GmbH is entitled to make the co-exhibitor aware of this option.

A 5 Cancellation of contract

To the extent that Messe München GmbH has not rented out the exhibition space to another exhibitor, the exhibitor is not entitled to cancel the contract. Should the exhibitor declare its intention to cancel the contract, Messe München GmbH is, irrespective of whether the exhibitor concerned has the right of cancellation, entitled to otherwise dispose of the rented space. Any exhibitor canceling its participation without being entitled to do so as such, deferring on fulfillment of the contract for good reasons, is to pay Messe München GmbH the participation fee if the stand space is left empty during the event or even if Messe München GmbH is able to re-let the space concerned; in the latter case, however, Messe München GmbH is to offset the value of the expense saved and the advantages it has gained by re-letting or otherwise using the given stand space. In addition to re-letting the stand space to another exhibitor, other usage thereof may also and above all involve Messe München GmbH transferring its usage to a third party who would otherwise have been placed elsewhere to avoid giving the impression of a gap in the stand arrangement or re-designing the stand space to conceal the fact that is not occupied. To the extent that Messe München GmbH re-lets the stand space to another exhibitor, who would otherwise have not been placed elsewhere, the exhibitor must pay 25% of the agreed participation fee as flat-rate compensation for expenses incurred by Messe München GmbH because the exhibitor withdrew from the contract without being entitled to do so. Messe München GmbH’s right to claim further damages remains unaffected. The exhibitor can demand that the flat-rate compensation be reduced if it proves that Messe München GmbH has incurred fewer expenses. To the extent that Messe München GmbH has not rented out the exhibition space to another exhibitor, it would otherwise have been placed elsewhere, but used for other purposes, the exhibitor is to pay Messe München GmbH for expenses incurred resulting from this other utilization of the exhibition space.

The exhibitor has no entitlement to a change in the stand space already rented and above all not to a reduction in the size of the stand space concerned.

Messe München GmbH is entitled to withdraw from the contract if the exhibitor fails to meet its financial obligations arising from this contract. Messe München GmbH extends the deadline by 5 days and this deadline for payment is not met either. Messe München GmbH is also entitled to withdraw from the contract if the exhibitor neglects its duty to pay from this contract, to the extent that Messe München GmbH has reasonable grounds to believe that the exhibitor’s payment, collection and interests and Messe München GmbH can no longer be reasonably expected to adhere to the contract.

In the aforementioned cases, Messe München GmbH is entitled not only to withdraw from the contract but also to demand from the exhibitor the agreed participation fee as flat-rate compensation. Messe München GmbH’s right to claim further damages remains unaffected. The exhibitor can demand that the flat-rate compensation be reduced if it proves that Messe München GmbH has sustained less damage.

A 6 Force majeure, cancellation of the event

If Messe München GmbH is compelled, as a result of force majeure or other circumstances beyond its control (e.g. failure of the power supply), to vacate one or more exhibition areas temporarily or for longer periods, or to postpone or curtail the fair, the exhibitors do not thereby acquire the right to withdraw from the contract or reduce the participation fee. If Messe München GmbH has other claims against Messe München GmbH, in particular claims for damages. The same applies if the exhibitor cannot participate in the event due to force majeure or some other reasons beyond Messe München GmbH’s control. If the exhibitor is prevented from participating in the fair for a reason which it is personally responsible, the provisions set out in section A 5 paragraph 2 apply.

If Messe München cancels the event because it cannot hold the event as a result of force majeure or other circumstances beyond its control, Messe München GmbH has the right to terminate the contract. Messe München GmbH is to hold the event, Messe München GmbH is not liable for damages and disadvantages to exhibitors arising from the cancellation of the event.
A 7 Participation fees, lien, invoices
The participation fees are calculated in accordance with the rates specified in the Special Terms of Participation (B) (see “Participation fees”), each square meter or part thereof will be included in full in the calculation, the floor area always being considered rectangular, without taking account of projections, supports, service connections and the like. In accordance with the Special Terms of Participation (B) (see “Advance payment for services,” a lump-sum advance payment will be charged for such services (e.g. electricity, water and telephone connections, technical services, signage, supply of electricity, water, etc.) as the exhibitor can use on its stand, provided they have been ordered previously and in good time as specified in the Exhibitor Service Package, regardless of the reinstatement of space. The exhibitor may be charged the difference between the actual cost of the services and the advance payment in the form of an invoice, issued after the event. If the exhibitor does not pay the invoice within ten days, Messe München GmbH is entitled to invoice the exhibitor for the cost of the services. Invoices must be paid within 14 days of invoice date, otherwise Messe München GmbH is entitled to charge interest on unpaid amounts at the rate of 8% per annum above the relevant central bank rate. Messe München GmbH reserves the right to withhold exhibition services to exhibitors who have not paid the invoice within 14 days of invoice date.

A 9 Liability and insurance
Messe München GmbH is liable for personal injury (damage arising from injury to life, body or health) caused by neglect of duty for which Messe München GmbH, its legal representatives or agents are responsible, as well as for other damage caused by intentional or grossly negligent breach of duty by Messe München GmbH, its legal representatives or agents. Messe München GmbH is also liable for any damage caused by negligent breach of cardinal contractual duties by Messe München GmbH, its legal representatives or agents. If Messe München GmbH is not the party which directly caused damage, Messe München GmbH must still be liable for any damage caused by a contractor or sub-contractor, if it is aware of the importance of the contractor or sub-contractor or otherwise and has not taken adequate steps to prevent the damage. Messe München GmbH is entitled to exclude the given exhibitor from the event concerned and/or future events providing the court decision has not been superseded by a decision passed subsequently by way of appeal proceedings, the exhibitor, who had been correctly excluded on the decision of the existence or size of an order. The advance payment for services does not include stand projections, supports, service connections and the like. In accordance with the Special Terms of Participation (B) (see “Participation fees”). Each square meter or part thereof will be included in full in the calculation, the floor area always being considered rectangular, without taking account of projections, supports, service connections and the like. In accordance with the Special Terms of Participation (B) (see “Advance payment for services,” a lump-sum advance payment will be charged for such services (e.g. electricity, water and telephone connections, technical services, signage, supply of electricity, water, etc.) as the exhibitor can use on its stand, provided they have been ordered previously and in good time as specified in the Exhibitor Service Package, regardless of the reinstatement of space. The exhibitor may be charged the difference between the actual cost of the services and the advance payment in the form of an invoice, issued after the event. If the exhibitor does not pay the invoice within ten days, Messe München GmbH is entitled to invoice the exhibitor for the cost of the services. Invoices must be paid within 14 days of invoice date, otherwise Messe München GmbH is entitled to charge interest on unpaid amounts at the rate of 8% per annum above the relevant central bank rate. Messe München GmbH reserves the right to withhold exhibition services to exhibitors who have not paid the invoice within 14 days of invoice date.

A 10 Photography, filming, video recording, and sketching
Only persons authorized by Messe München GmbH and in possession of a valid pass issued by Messe München GmbH may film, photograph or make sketches or video recordings in the exhibition halls or in the exhibition area located outdoors. Furthermore, Messe München GmbH may authorize the exhibitor to take professional photographs or film footage of his own stand, or to commission a photographer for the task. The permit includes access to the trade fair center for the photo and/or film team outside official opening hours. During official opening hours, valid passes are additionally required in order to obtain access to the trade fair center. For film/video and photo shoots which draw on technical facilities of Messe München GmbH that are not located on the exhibitor’s stand, the presence of a Messe München GmbH representative is required. Any costs incurred as a result are payable by the exhibitor as for are not paid for by the photographer. For photo and film work carried out during closing hours at night, an accompanying security guard must be appointed at the expense of the applicant and/or exhibitor concerned. Under no circumstances may photographic or other images or recordings be made of other exhibitors’ stands. If this rule is not observed, Messe München GmbH can demand that the recorded material be surrendered and take legal steps to achieve this end.

A 11 Advertising
Advertising by exhibitors is permitted, except for advertising activities outside the confines of the stand concerned. Unless otherwise stipulated in the Special Terms of Participation (B), the participation fee does not include advertising services. Messe München GmbH is entitled to have photographs, drawings, films and video recordings made on the stand for promotional purposes, at the fair, of stands, and exhibits, and to use them for advertising or general press publications. The supply of deliveries to exhibition stands particularly from sources located outside the exhibition center as have not been approved with particular regard to persons carrying advertising materials as are prohibited. Messe München GmbH is further entitled to demand of the exhibitor executing advertising activities or having then executed by third parties outside the confines of the given stand at the exhibition center without Messe München GmbH’s approval payment of flat-rate compensation amounting to twice the fee Messe München GmbH would have received for granting approval. Messe München GmbH’s right to claim further damages remains unaffected. The exhibitor can demand that the flat-rate compensation be reduced if it proves that Messe München GmbH has incurred fewer expenses.

A 12 Catering, deliveries to stands
All services provided to the stand are the responsibility of the given exhibitor. Any permit in accordance with section 12 of the German Restaurant Licensing Act (Gaststättengesetz) that may be required for the provision of food and beverages on the stand must be applied for with the relevant authorities. In the case of the federal government and the federal states and of the federal states, Messe München GmbH is responsible for the issuing of such permits. Messe München GmbH is entitled to have photographs, drawings, films and video recordings made on the stand, particularly for promotional purposes, at the fair, of stands, and exhibits, and to use them for advertising or general press publications. The supply of deliveries to exhibition stands particularly from sources located outside the exhibition center is only possible to a limited extent. Messe München GmbH is entitled to restrict deliveries to stands to specific times only.

A 13 Combating brand and product piracy
Exhibitors are obliged to report to Messe München GmbH any instances of piracy and theft which to third parties are entitled. In cases where it is proved to exhibitors in a due manner that their exhibiting or offering of products or services and/or their promotional presentation or some other activity infringes the property rights to which a third party is entitled, the exhibitor underakes in advance to remove the items concerned from the stand. If an exhibitor has been prohibited from exhibiting or offering products or services and/or promotionally presenting same by way of a decision handed down by a German court (verdict, order), the given exhibitor refuses to comply with the court decision, Messe München GmbH is entitled to remove and/or destroy such advertising materials as are prohibited. Messe München GmbH’s right to claim further damages remains unaffected. The exhibitor can demand that the flat-rate compensation be reduced if it proves that Messe München GmbH has incurred fewer expenses.

A 8 Warranty
Complaints about any defects with regard to the stand or exhibition area are to be made in writing to Messe München GmbH immediately upon the exhibitor occupying the exhibition area, but by the last day of the stand set-up period at the latest, so that Messe München GmbH can remedy such defects. Later complaints cannot be considered and cannot give rise to claims against Messe München GmbH.

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A 14 Exhibitor passes
For the time during which the fair concerned is held, the exhibitor receives a number of free exhibitor passes as specified in the Special Terms of Participation (B). Any additional exhibitor passes requested are subject to a charge. All exhibitor passes are numbered and are not transferable. Exhibitor passes may not be given to unauthorized third parties, e. g. to persons or companies wishing to offer goods for sale or to render services at the exhibition center without corresponding authorization from Messe München GmbH. Exhibitor passes are issued only after payment of the participation fee, the advance service charge and the cost of admission for any co-exhibitors.

A 15 Set-up, staffing and dismantling of stand
The dates for stand set-up and dismantling as specified in the Special Terms of Participation (B) must be strictly observed. Stands not occupied by the last day of the set-up period may be disposed of as Messe München GmbH sees fit.

Exhibitors admitted to the fair undertake to participate in the event. The stand must be properly equipped and staffed by qualified personnel throughout the fair during the prescribed opening hours. Particular attention should be paid to ensuring that the stand is already fully staffed when the exhibition opens. Exhibitors are not permitted to remove exhibition goods or dismantle their stands before the fair closes. If they break this rule, Messe München GmbH is entitled to demand payment of a penalty of EUR 500. Messe München GmbH’s right to claim further damages remains unaffected.

The exhibitor can demand that the fair-rate compensation be reduced if it proves that Messe München GmbH has incurred fewer expenses. Messe München GmbH is entitled to exclude from future fairs any exhibitor whose stand is staffed by insufficiently qualified personnel during the fair’s opening hours, who exhibits an incomplete range of goods or goods not admitted to the trade fair, who vacates or clears its stand before the end of the fair, or who otherwise infringes the Terms of Participation, without prejudice to Messe München GmbH’s right to cancel the contract in accordance with Section A 5 Cancellation of contract, and to claim for all costs thereby incurred.

A 16 Verbal agreements
All verbal agreements, individual permits and special regulations are valid only with Messe München GmbH’s written confirmation.

A 17 House and usage regulations
Exhibitors must strictly observe the regulations governing the use of the exhibition center and its grounds (New Munich Trade Fair Center). Exhibitors are not permitted to spend the night in the halls or on the grounds. Exhibitors must treat the other participants at the event with respect, may not act contrary to public moral policy and may not misuse their participation at the event for ideological, political or other such purposes as have nothing to do with the event. Messe München GmbH personnel members are entitled to access the stand of a given exhibitor by order of Messe München GmbH at any time.

A 18 Period of limitation, exclusion period
All the exhibitor’s claims against Messe München GmbH arising from the stand rental and from all legal relationships in connection therewith lapse after a period of six months. This period of limitation starts at the end of the month in which the closing date of the fair falls. Notwithstanding the regulations set out in section A 8, complaints in respect of invoices must be asserted writing within an exclusion period of 14 days following receipt of the given invoice.

A 19 Place of performance, applicable law
If the exhibitor is a trader, a legal person under public law or a special fund under public law, Munich is the agreed place of performance, for all financial obligations too. German law applies exclusively.

A 20 Jurisdiction
If the exhibitor is a trader, a legal person under public law or a special fund under public law or has no general place of jurisdiction in the Federal Republic of Germany, Munich is the agreed place of jurisdiction. Messe München GmbH is also entitled, if so wishes, to assert its claims against the exhibitor at the court in the place of jurisdiction in which the exhibitor’s registered head office or branch office is located.

A 21 Data protection
Personal data which is collected on or transmitted by the exhibitor may be used for the fulfillment of the business purposes of Messe München GmbH within the framework of the statutory data protection provisions.

Messe München GmbH and its affiliated companies, as well as its foreign representatives, are moreover entitled to use these personal data in order to inform exhibitors on a regular basis about the services provided by Messe München GmbH and its affiliated companies and foreign representatives by letter, e-mail, phone or fax. An overview of affiliated companies and foreign representatives, some of which reside outside the European Union (EU) and the European Economic Area (EEA), can be retrieved from our website www.messe-muenchen.de under the section “International.”

The exhibitor shall establish the preconditions required under data protection law to enable the above uses by means of appropriate measures (e.g. obtaining consent of his employees).

The exhibitor is liable to Messe München GmbH for damages and expenses resulting from the infringement of this obligation and shall hold Messe München GmbH harmless from any third party claims upon first demand.

A 22 Severability clause
Should the provisions set out in the Terms of Participation or Technical Guidelines be invalid or incomplete, the validity of the other provisions and that of the contract remains unaffected. In such cases, the contracting parties undertake to replace the invalid provision and/or fill the gap with a provision with which the contracting parties are most likely to achieve the economic purpose they pursue.

A 23 Value-added tax
The charges set out in the General Terms of Participation A, the Special Terms of Participation (B) and Technical Guidelines are net amounts. Insofar as they are subject to German value-added tax in accordance with sales tax legislation, the fees concerned are charged plus German value-added tax at the rate valid at the given time.

A 24 Exhibition grounds
The term “exhibition grounds” designates either the Messe München venue (Munich exhibition center) or the MOC Veranstaltungscenter München. The preceding provisions shall refer to that of the two venues at which the event is held.
5. Operational safety, technical safety regulations, other technical requirements and supply systems
   5.1. General regulations
      5.1.1. Damage
   5.2. Use of machinery
      5.2.1. Connections
   5.3. Electrical installation
      5.3.1. Connections
      5.3.2. Stand installation
      5.3.3. Installation and operating regulations
      5.3.4. Safety precautions
      5.3.5. Safety lighting
   5.4. Installation of water/wastewater facilities
      5.4.1. Connections
      5.4.2. Stand installation
   5.5. Installation of compressed-air facilities
      5.5.1. Connections
      5.5.2. Stand installation
   5.6. Gas installation
      5.6.1. Connections
      5.6.2. Stand installation
   5.7. Information and communications services
      5.8. Machinery, pressure containers and exhaust systems
      5.8.1. Machine noise
      5.8.2. Product Safety
      5.8.2.1. Safety devices
      5.8.2.2. Test procedures
      5.8.2.3. Operating ban
      5.8.3. Pressure containers
      5.8.3.1. Acceptance certificates
      5.8.3.2. Testing
      5.8.3.3. Rental equipment
      5.8.3.4. Verification
      5.8.4. Exhaust gases and vapors
      5.8.5. Exhaust systems
      5.9. Use of compressed gases, liquid gases and flammable liquids
      5.9.1. Compressed gas
      5.9.2. Liquid gas
      5.9.3. Flammable liquids
   5.10. Hazardous substances
      5.11. Assembly rooms/Show areas
      5.12. Radiation protection
      5.12.1. Radioactive materials
      5.12.2. X-ray equipment and spurious radiation equipment
      5.12.3. Laser equipment
   5.13. High-frequency equipment, radio systems, electromagnetic compatibility and harmonics (dirty power)
      5.14. Cranes, forklift trucks, exhibition goods, packaging, goods consignments
      5.15. Musical reproduction
      5.16. Beverage dispensing systems
      5.17. Food supervision
      5.18. Disturbance due to exhibition goods
   5.19. Cranes, forklift trucks, exhibition goods, packaging, goods consignments
      5.19.1. Waste management
      5.19.1.1. Waste disposal
      5.19.1.2. Hazardous waste
      5.19.1.3. Waste brought to the exhibition center
      5.19.1.4. Waste disposal fees
      5.19.2. Water, wastewater, ground protection
      5.19.2.1. Oil/Grease separators
      5.19.2.2. Cleaning/Detergents
      5.19.3. Environmental damage
1. Preface

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

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

At the same time, these Technical Guidelines include safety regulations intended to guarantee optimum technical and design safety at the event in the interests of exhibitors and visitors alike.

The regulations applicable to fire prevention, construction and other safety precautions have been agreed upon as part of the relevant contracts of the Munich Department of Works in their function as the local authority responsible for construction and technical acceptance in respect of fairs and exhibitions. Messe München GmbH reserves the right to check compliance with these regulations and to take appropriate action should they be violated. The relevant statutory regulations applying at the given time must also be observed.

For safety and stand construction purposes, Messe München GmbH is entitled to impose requirements above and beyond those stipulated in these Technical Guidelines. The service providers’ services will be available in good order. The order forms are to be completed and returned in accordance with the deadlines set out in the Order Forms for Exhibitor Services. Depending on the fair or event concerned, orders can in some cases be placed electronically via the Internet-based online ordering system. Orders only become valid if they are accepted. Acceptance may be given tacitly, i.e. by means of provision of the service ordered. Exhibitors are not entitled to acceptance of their orders unless the law gives rise to such an entitlement. Acceptance of an order can be refused, particularly in cases where the exhibitor/organizer concerned has not fulfilled his financial obligations vis-à-vis Messe München GmbH, e.g. those outstanding from previous events. In addition, Messe München GmbH reserves the right to charge a supplement on the stand fees in accordance with the details shown in the Order Forms for Exhibitor Services for any orders received after the deadline.

After stand space has been allocated, circulars will be sent to the exhibitors informing them of further details concerning the relevant order forms and organization of the fair. Orders can be made only for the vehicle for which they have been issued.

These Technical Guidelines have been agreed by:

Deutsche Messe AG Hannover
Koelnmesse GmbH
Landesmesse Stuttgart GmbH
Leipziger Messe GmbH
Messe Berlin GmbH
Messe Düsseldorf GmbH
Messe Frankfurt Venue GmbH
Messe München GmbH
Messe Nürnberg GmbH
in order to formulate them with a common structure.

Moreover, Messe München GmbH reserves the right to make any changes it deems necessary. The German text is binding.

1.1. House rules

1.1.1. The trade fair center is private property. The owner is Messe München GmbH, Am Messesee 2, 81929 Munich, Tel. +49 89 949-0. Messe München GmbH and the respective organizer exercise domiciliary rights.

The house and usage rules apply to all persons entering Messe München GmbH’s private exercise of domicile.

The rules are clearly posted at the access points to the trade fair center.

1.2. Opening hours

1.2.1. Stand setup and dismantling times

During the general stand setup and dismantling periods, work can in general a rule be done in the halls and outdoor exhibition area between 08:00 and 22:00, as far as no other times have been specified for the given fair.

On the last day of the setup period, constructional work is to be completed by 18:00. Aisle areas adjacent to the stand are to be kept clear from 18.00 on the last stand-setup day.

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

By the end of the dismantling period stipulated for each event (see “Special Terms of Participation” and “Important Information”), the exhibitor must have removed all stand construction materials, all existing stock of items on display and all other exhibition goods in full and have restored the exhibition space to its original state.

Messe München GmbH is entitled but not obliged to have the exhibition goods still on the stand at the end of the dismantling period removed and stored by its accredited forwarding agent at the exhibitor’s expense or, Technical OA, at the discretion of them at his expense.

1.2.2. Duration of the event

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

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

2.1. Road traffic regulations

The driving of any vehicle within the trade fair center is at the driver’s own risk and only allowed with a valid parking permit, once the Technical OA has issued the permits. Drivers of the event, the driving or parking of any vehicle within the trade fair center is strictly prohibited. Messe München GmbH can however make exceptions and issue appropriate parking or entry permits. Messe München GmbH is entitled to raise a charge for the issue of parking or entry permits.

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

Messe München GmbH is entitled to ask for a deposit in return for entry into the trade fair center and to limit the maximum length of stay. The deposit paid is forfeited if the maximum length of stay is exceeded. This ruling applies during the stand construction and dismantling periods as well as in cases where Messe München GmbH has allowed the trade fair center to be accessed during the period of the actual event. The German Road Traffic Regulations apply throughout the entire trade fair center and the exhibition car parks. A maximum speed limit of 20 km/h applies within the exhibition grounds. Inside the halls, vehicles may only be driven at walking pace; this ruling also applies to the rest of the trade fair center during the period of the actual event. Vehicles may only enter the halls for the purpose of loading and unloading (Hall C6: no access for vehicles insofar as the mobile partition walls are located outside the parking position). Care must be taken to ensure that no existing supply connections and other technical infrastructure items are damaged. The stipulated load-bearing capacity of the hall floors must be observed and complied with, as must the height and width of the gates. Engines should be switched off during loading and unloading. The parking of vehicles in the halls is strictly prohibited.

Messe München GmbH reserves the right to deny motorized access to the halls for reasons it considers justified.

Pedestrians are to be given maximum consideration. No vehicles are allowed to access paths or green areas that have been cordoned off.

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

Vehicles are not allowed to stop under any circumstances throughout the entire trade fair center except in those areas designated accordingly. Messe München GmbH reserves the right to remove at the expense of the person responsible for it all vehicles interfering with the traffic flow, preventing access or being otherwise impeding. In connection with fairs and exhibitions, it is advisable to make use of the full period allowed for stand construction as has shown the trade fair center to be excessively full on the last two stand construction days. No claims may be asserted against Messe München GmbH if delays are incurred by exhibitors in their stand construction companies or other contractors due to the trade fair center being overcrowded or to measures implemented by Messe München GmbH to control traffic within the trade fair center and/or access to the stands.

2.2. Emergency routes

2.2.1. Fire service movement zones, fire hydrants

Access to fire service movement zones, emergency rescue routes and safety zones designated accordingly may not be restricted at any time. Particularly during the stand construction and dismantling periods, access may not be restricted by parked vehicles, stored exhibition goods, construction or packaging materials, etc. blocking the way.

Vehicles and objects parked or on blocking fire service movement zones, emergency rescue routes or safety zones can be removed at the expense of the person responsible. In so doing, Messe München GmbH is only liable for such damage to property as is incurred due to willful or gross negligent behaviour. 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 are to be used as escape routes in emergencies and may therefore never be obstructed by objects left in the way or protruding. Doors along emergency escape and rescue routes must be easy to open from the inside and to their full width. Exit doors, emergency escape hatches and signs indicating their position may not be obstructed, built over, blocked, covered or made unrecognizable or inaccessible in any other way. Information stands, tables and other furnishings may only be located near exits, aisle ends and stairways if no space is left between them.

Hall aisles designated as such may not be built over or obstructed in any way whatsoever. This also applies in cases where Messe München GmbH has allowed exhibitors to incorporate space from the aisles into their stand design. These areas must be visually designed in such way that they are recognizably belonging to the aisles. Materials required for stand-building purposes or exhibits delivered for immediate setup on the stand may be deposited in hall aisles briefly providing the minimum aisle widths required for safety reasons are observed and logistical needs given due consideration.

This ruling is drawn exclusively to the fact that stand exhibits and other items on the stand are particular 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.
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: approx. 11,000 m²
- C1–C6: approx. 10,000 m²
- B0: approx. 3,500 m²

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

Electricity supply 200 W/m²

- Connection for electricity: 230 volt (±10%)/50 Hz alternating current
- Connection for gas: DN 25/20 mbar
- Wastewater DN 100
- Connection for water: DN 40/min. 3.50 bar
- Connection for sprinklers: 50 DN, available in every second duct

3.1.3. Clearances

Max. ground load-bearing capacity: 20 t/m² (200 kN/m²)

Load-bearing capacity of the hall floors

Load-bearing capacity of the hall floors is 100 kg (1 kN).

Width of access roads

- 8 m or 12 m

Max. number of persons the room can accommodate and sized accordingly (see also Item 5.11.).

3.1.4. Sprinkler systems

- Stand telephone, fax, data and antenna connections are available via connection points located in the main entrance to the assembly room concerned.
- Every second utility duct is fitted with a main sprinkler system for covered stands (see Item 4.8).
- The halls are equipped with sprinkler systems.
- The maximum permissible load-bearing capacity of the floor must be tested on a case-by-case basis.

3.2. Hall lighting

The normal lighting in the halls is provided by Messe München GmbH. The normal artificial lighting in the halls during the actual fair is approx. 50 lux/m² measured 1 m above the floor. Each hall is lit by daylight and artificial light.

3.3.3. Clearance heights

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

3.4. Sprinkler systems

- Every second utility duct is fitted with a main sprinkler system.
- The halls are equipped with sprinkler systems.

3.5. Heating, ventilation

Messe München GmbH provides for the general heating and ventilation of the halls. All the halls are partially air-conditioned.

3.5.1. Heating ventilation

Messe München GmbH provides for the general heating and ventilation of the halls. All the halls are partially air-conditioned.

3.5.2. Air conditioning

Messe München GmbH provides for the general heating and ventilation of the halls. All the halls are partially air-conditioned.

3.6. Faults

Any fault occurring in supply (in respect of e.g. electricity, water, compressed air, heating, ventilation, common known failures, etc.) must be reported by law or ordered by the relevant authorities or Messe München GmbH.

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

3.7. Outdoor exhibition area

Outdoor exhibition area center: approx. 65,000 m²

Surface of exhibition area: seeded gravel bed (gravel-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 Messe München GmbH's Technical Exhibition Services Division.

Lighting: 30 lux/m²

Outdoor exhibition area north: approx. 115,000 m²

Max. ground load-bearing capacity: 20 t/m² (200 kN/m²)

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

Connection for water: DN 40/min. 3.50 bar

Wastewater: max. DN 100

Electricity supply: 50 W/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 optics connections, E 2000.

3.3. Clearance heights

The clearance height of the entrances to the loading areas is approx. 5 m. The East Connecting Tunnel has a clearance height of 4.30 m and the West Connecting Tunnel one of 4.50 m.

4. Regulations governing stand construction

4.1. Stand construction safety

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

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

Messe München GmbH reserves the right to inspect stand structures, exhibits, advertising hoardings, etc. or have them inspected by an independent expert in terms of their stability and traffic safety to the extent that justified doubt exists as to their stability and traffic safety even if the items concerned have received prior approval.

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

\[ qh = 0.125 \text{ kN/m}^2 \] (with a maximum height of 2 m from lower edge of floor)

Load-bearing capacity of the hall floors

The load-bearing capacity of the hall floors is 100 kg (1 kN).

3.1. Hall data

The halls offer the following gross exhibition areas:

- A1–A6: approx. 11,000 m²
- C1–C6: approx. 10,000 m²
- B0: approx. 3,500 m²

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

Electricity supply 200 W/m²

- Connection for electricity: 230 volt (±10%)/50 Hz alternating current
- Connection for gas: DN 25/20 mbar
- Wastewater DN 100
- Connection for water: DN 40/min. 3.50 bar
- Connection for sprinklers: 50 DN, available in every second duct

3.1.3. Clearances

Max. ground load-bearing capacity: 20 t/m² (200 kN/m²)

Load-bearing capacity of the hall floors

Load-bearing capacity of the hall floors is 100 kg (1 kN).

Width of access roads

- 8 m or 12 m

Max. number of persons the room can accommodate and sized accordingly (see also Item 5.11.).

3.1.4. Sprinkler systems

- Stand telephone, fax, data and antenna connections are available via connection points located in the main entrance to the assembly room concerned.
- Every second utility duct is fitted with a main sprinkler system for covered stands (see Item 4.8).
- The halls are equipped with sprinkler systems.
- The maximum permissible load-bearing capacity of the floor must be tested on a case-by-case basis.

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3.3.3. Clearance heights

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3.6. Faults

Any fault occurring in supply (in respect of e.g. electricity, water, compressed air, heating, ventilation, common known failures, etc.) must be reported by law or ordered by the relevant authorities or Messe München GmbH.

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

3.7. Outdoor exhibition area

Outdoor exhibition area center: approx. 65,000 m²

Surface of exhibition area: seeded gravel bed (gravel-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 Messe München GmbH's Technical Exhibition Services Division.

Lighting: 30 lux/m²

Outdoor exhibition area north: approx. 115,000 m²

Max. ground load-bearing capacity: 20 t/m² (200 kN/m²)
4.4.1.5. Balloons
The use of tethered balloons is generally prohibited in the halls and outdoor exhibition area. Exceptions to this rule require the prior written approval of Messe Münchner GmbH's Technical Exhibition Services Division. To the extent that approval is granted, the balloons may only be filled with non-flammable, non-toxic gases. The balloons must remain within the confines of the stand and not exceed the maximum height allowed for stands and advertising hoardings.

4.4.1.6. Flying objects
The use of flying objects is generally prohibited in the halls and outdoor exhibition area. Exceptions to this rule require the prior written approval of Messe Münchner GmbH's Technical Exhibition Services Division.

4.4.1.7. Smoke machines
The use of smoke machines has to be co-ordinated with Messe Münchner GmbH's Technical Exhibition Services Division.

4.4.1.8. Ash containers, ashtrays
To prevent the spread of fires, anyone smoking is explicitly prohibited on a stand or part thereof, a sufficient quantity of ashtrays or ash containers made of non-flammable materials must be provided and arrangements made for their regular emptying into non-flammable, tightly closing containers.

4.4.1.9. Containers for non-recyclable, recyclable and residual waste
No containers for non-recyclable or recyclable and residual waste made of flammable materials are to be used on the stands. Any non-recyclable, recyclable and residual waste produced on the stands should be disposed of regularly, on the evening of each event day at the latest, via such appropriate containers as are on request provided to exhibitors by Messe Münchner GmbH subject to a charge. They should be placed at the edge of the aisle-side of the stand for collection purposes. Readily flammable waste materials such as wood chippings, other bits of wood, sawdust and the like should be kept in sealed containers and disposed of on a daily basis or several times per day if large quantities are produced. The bags that are distributed for non-recyclable, recyclable and residual waste are collected by the cleaning company on the evening of each event day.

See also Item 6. “Environmental Protection” and the Waste Disposal form in the Order Forms for further information on waste disposal.

4.4.1.10. Spray guns, solvents
The use of spray guns as well as substances and paints containing solvents is prohibited.

4.4.1.11. Abrasive cutting and working with naked flame
Prior approval must be submitted in writing to and obtained from Messe Münchner GmbH’s Technical Exhibition Services Division for any welding, cutting, soldering, melting and part-off grinding work. The use of such equipment in the halls is to be protected from flying sparks when work is under way. Any parts and cracks should be sealed with appropriate, non-flammable materials. Stands must be equipped with at least one DIN 14406 or EN 3 fire-extinguisher suitable and approved for fire classes A/B/C. Naked flames and activities involving a risk of fire are as a general rule prohibited during the event. An exception to this ruling, which must be applied for via the “Application for Preventive Fire Protection Measures” form, can be granted by the Munich Municipal Fire Department. Exhibitors have no entitlement to approval being granted exceptionally.

4.4.2. Construction heights

4.4.2.1. Stand construction materials and decorations (embellishments)
Easy flammable materials, materials that drip or melt when burning, toxic gases or materials producing heavy smoke or toxic gases may not be used. The use of plastics that cause heavy sooting when burning (e.g. polystyrene, rigid polyurethane foam, Styropor, etc.) is not allowed. Verification of the flame retardant properties of the materials concerned when installed must be proved.

Decorative materials (embellishments) must be at least flame-retardant according to DIN 4102 or DIN EN 1350-1 pursuant to para. 33 of the Assembly Place Directive. Messe Münchner GmbH may only be exceeded with Messe Münchner GmbH’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.

4.4.2.2. Fire prevention and safety regulations

4.4.2.3. Fire prevention

4.4.2.3.1. Stand construction materials and decorations (embellishments)

4.4.2.4. Mobile exhibition stands

4.4.2.4.1. Fire protection

4.4.2.4.2. Stand ceilings

4.4.2.4.3. Balloons

4.4.2.4.4. Flying objects

4.4.2.4.5. Smoke machines

4.4.2.4.6. Ash containers, ashtrays

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

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

4.4.2.4.9. Storage of goods

4.4.2.4.10. Investment in fire prevention and fire protection services

4.4.2.4.11. Application for Preventive Fire Protection Measures

4.4.2.5. Construction heights

4.4.2.5.1. Fire prevention

4.4.2.5.2. Stand construction materials and decorations (embellishments)

4.4.2.6. Mobile exhibition stands

4.4.2.6.1. Fire protection

4.4.2.6.2. Stand ceilings

4.4.2.6.3. Balloons

4.4.2.6.4. Flying objects

4.4.2.6.5. Smoke machines

4.4.2.6.6. Ash containers, ashtrays

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

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

4.4.2.7. Storage of goods

4.4.2.7.1. Fire prevention

4.4.2.7.2. Stand construction materials and decorations (embellishments)

4.4.2.8. Investment in fire prevention and fire protection services

4.4.2.8.1. Fire prevention

4.4.2.8.2. Stand construction materials and decorations (embellishments)

4.4.2.9. Application for Preventive Fire Protection Measures

4.4.2.10. Construction heights

4.4.2.10.1. Fire prevention

4.4.2.10.2. Stand construction materials and decorations (embellishments)

4.4.2.11. Mobile exhibition stands

4.4.2.11.1. Fire protection

4.4.2.11.2. Stand ceilings

4.4.2.11.3. Balloons

4.4.2.11.4. Flying objects

4.4.2.11.5. Smoke machines

4.4.2.11.6. Ash containers, ashtrays

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

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

4.4.2.12. Storage of goods

4.4.2.12.1. Fire prevention

4.4.2.12.2. Stand construction materials and decorations (embellishments)

4.4.2.13. Investment in fire prevention and fire protection services

4.4.2.13.1. Fire prevention

4.4.2.13.2. Stand construction materials and decorations (embellishments)

4.4.2.14. Application for Preventive Fire Protection Measures

4.4.3. Construction heights

4.4.3.1. Fire prevention

4.4.3.2. Stand construction materials and decorations (embellishments)

4.4.3.3. Mobile exhibition stands

4.4.3.4. Fire protection

4.4.3.5. Stand ceilings

4.4.3.6. Balloons

4.4.3.7. Flying objects

4.4.3.8. Smoke machines

4.4.3.9. Ash containers, ashtrays

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

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

4.4.3.12. Storage of goods

4.4.3.13. Investment in fire prevention and fire protection services

4.4.3.14. Application for Preventive Fire Protection Measures

4.4.4. Construction heights

4.4.4.1. Fire prevention

4.4.4.2. Stand construction materials and decorations (embellishments)

4.4.4.3. Mobile exhibition stands

4.4.4.4. Fire protection

4.4.4.5. Stand ceilings

4.4.4.6. Balloons

4.4.4.7. Flying objects

4.4.4.8. Smoke machines

4.4.4.9. Ash containers, ashtrays

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

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

4.4.4.12. Storage of goods

4.4.4.13. Investment in fire prevention and fire protection services


4.4.5. Construction heights

4.4.5.1. Fire prevention

4.4.5.2. Stand construction materials and decorations (embellishments)

4.4.5.3. Mobile exhibition stands

4.4.5.4. Fire protection

4.4.5.5. Stand ceilings

4.4.5.6. Balloons

4.4.5.7. Flying objects

4.4.5.8. Smoke machines

4.4.5.9. Ash containers, ashtrays

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

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

4.4.5.12. Storage of goods

4.4.5.13. Investment in fire prevention and fire protection services


4.4.6. Construction heights

4.4.6.1. Fire prevention

4.4.6.2. Stand construction materials and decorations (embellishments)

4.4.6.3. Mobile exhibition stands

4.4.6.4. Fire protection

4.4.6.5. Stand ceilings

4.4.6.6. Balloons

4.4.6.7. Flying objects

4.4.6.8. Smoke machines

4.4.6.9. Ash containers, ashtrays

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

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

4.4.6.12. Storage of goods

4.4.6.13. Investment in fire prevention and fire protection services


4.4.7. Application for Preventive Fire Protection Measures
4.4.3. Glass and acrylic sheet

Only safety glass suited to the relevant purpose may be used. In the case of structures made of glass, only laminated safety glass may be used. Ask Messe München GmbH's Technical Exhibition Services Division to send you our Notice on Stand Construction in Exhibition Halls using Glass and Acrylic Sheet or use our domestic transport service by Messe München GmbH.
4.8. Outdoor exhibition area

4.8.1. Checking stand size

The stand area is measured out on the ground of the outdoor exhibition area by Messe München GmbH and marked at the corners. After stand space has been allocated, each exhibitor is obliged to check the location and size of any installations, in particular support structures, foundations, tracks, distribution boxes, etc. and, where necessary, instruct the stand-builder accordingly. The boundaries of the stand area must be observed. The exhibitor must ensure that no items located in the area of the stand protrude beyond its confines. Exceptions to this rule can be approved for reasons of advertising purposes. Construction of advertising towers by Messe München GmbH's Technical Exhibition Services Division for safety reasons; it can make its exceptional approval dependent on all the exhibitors agreeing to the given revolving tower crane protruding on to their stands. In the event of an exhibitor refusing to agree to this, his refusal has no effect if safety concerns require the given revolving tower crane to protrude on to his stand.

4.8.2. Stand construction

All structures covering ground space of more than 50 m² or higher than 5 m and special constructions (e.g. advertising towers) to be erected in the outdoor exhibition area require the prior approval of Messe München GmbH's Technical Exhibition Services Division and must be registered for approval with Messe München GmbH via the appropriate service form in the Form Orders for Exhibitor Services, which must be submitted together with the supporting documents mentioned therein at least six weeks prior to the commencement of the trade fair. Precise ground plans must be submitted for written approval to Messe München GmbH's Technical Exhibition Services Division for any anchorage required for tents, guy ropes and flagpoles as well as for any other earthworks in the outdoor exhibition area. All earthworks on the exhibition grounds are prohibited if no written approval has been granted. Messe München GmbH's Technical Exhibition Services Division should be notified prior to the commencement of any earthworks on the exhibition grounds.

Compliance with all statutory requirements under public law is necessary in connection with the erection of facilities, particularly those of a structural nature. Moreover, the relevant safety regulations stipulated by the Technical Inspectorate must also be observed. The erection of such temporary structures as required for protection purposes in accordance with art. 72 of the Bavarian Building Directive (BayBO) must be applied for with the Munich City Council—Department for Housing, Planning and Building Regulations—subject to submission of the test load and compliance with the statutory deadlines.

Postal address:
Landeshauptstadt München
Referat für Stadtplanung und Bauordnung
Hauptabteilung IV—Lokaltabakomission
Blumenstraße 28 b
80331 Munich, Germany
www.muenchen.de

Due care must be given to existing supply lines, foundations, distribution boxes, etc. when performing any stand construction work. To the extent that they are located within the area of individual stands, they must be easily accessible at all times. No work can be carried out on railway tracks that have been laid in the outdoor exhibition area.

Stand structures may not be built closer than 0.50 m to the perimeter of neighboring stands unless Messe München GmbH’s Technical Exhibition Services Division has exceptionally issued written approval for such effect. Kindly contact Messe München GmbH’s Technical Exhibition Services Division with regard to the positioning of stand structures measuring > 75 m² at least six weeks prior to the commencement of the stand setup period. It may be necessary to coordinate compliance with the minimum clearance requirement with neighboring stands or to carry out additional building work (e.g. construction of fire-resistant walls).

Roads may not be obstructed by any structures or equipment at any time, not even during the setup and dismantling periods. Their full width should be kept clear for fire department access purposes.

Each exhibition stand must be equipped with an appropriate number of fire extinguishers to DIN EN 3 and be furnished with tables and chairs in a free arrangement or in the form of meeting tables, it must withstand a working load of 3 KN/m² (Category C1). A horizontal load of H = P/2 (P = working load) must be assumed if sufficient longitudinal/lateral stability is to be achieved. The respective use must be marked clearly in the plans submitted for approval. Stairways must always be able to withstand working loads of 5 KN/m². Balustrades and banisters must be designed to withstand loads of 1 KN/m² at handrail height. Proof must be provided that the pressure applied by the supports does not exceed the maximum permissible pressure the hall floor can withstand (see Item 3.1. Hall data).

4.8.4. Escape routes/Stairways

On two-story stands with an area covered by the upper story of up to 100 m², only one stairway is required. The stairway must emerge beyond the covered area of the stand. The length of any escape route from the upper floor to a main hall aisle on the ground floor may not exceed 25 m. Stands with a floor area of up to 100 m² require one exit with a clearance width of at least 0.90 m. Stands with a floor area of more than 100 m² require two exits, each with a clearance width of at least 1.20 m. For stands with a floor area of more than 400 m², Messe München GmbH’s Technical Exhibition Services Division stipulates the number of exits and their respective clearance width in compliance with the statutory building regulations and requirements valid at the given time. Winding or spiral stairways are not permissible on emergency escape/rescue routes. The height of the riser may not exceed 0.19 m and the tread depth less than 0.26 m. The distribution of stairs (stairs, exits, stairs, aisles) is to be based on the maximum number of persons needing to use the escape/rescue routes in an emergency and sized accordingly. Stairways require a minimum clear width of 1 m.

On stands with an upper story area in excess of 100 m², at least two stairways are required, to be located at opposite ends of the stand. Half of these stairways must emerge beyond the covered area of the stand. In the case of multi-story stand structures in the outdoor exhibition area, each main unit used on each floor must be equipped with two separate escape routes. An exit out into the open air may be no further than 3 m from any point on the platform.

Each story must be equipped with at least one exit leading out into the open air designed such that it can be used without risk as an escape route (with its own stairway or outside staircase). All stairways should be designed to comply with DIN 18065. No items may be stored or shelving installed on or under staircases. All areas have to be accessible.

Handrails must offer a secure grip and be of a continuous nature. Two handrails are to be fitted on stairways that are wider than 1 m.

4.8.5. Building materials

On exhibit stands, load-bearing components, ground floor ceilings and upper story floors must be made of at least flame-retardant (according to DIN 4102 or EN DIN 13501-1) building materials. Floor coverings and wall paneling and ceilings can be made of such building materials as are allowed and normally used for stand-building purposes. Anchoring materials to the floors in the halls is not permitted.

General statutory building regulations require compliance. We also reserve the right to impose further requirements in respect of safety and fire protection until such time as acceptance of the given stand has been granted.

4.9. Upper story

Any partitioned rooms on stands in the halls used by staff must offer users an unobstructed line of sight, and the direction of escape towards the nearest emergency escape/rescue route. Such rooms used by staff may be accessed or left via a partitioned room only (“trapped” rooms) are not permitted on stands located in halls. All measures that compromise a clear line of sight in the direction of escape of the nearest emergency escape/rescue route or its accessibility are prohibited. Messe München GmbH reserves the right to impose any safety- or fire protection-related demands that may become additionally necessary until such time as stands undergo official acceptance (see Item 4.4.4.).
5.1. Health and safety regulations

The exhibitor is responsible for the operational safety and compliance with occupational safety
and health standards and accident prevention regulations at his stand. Stand construction and
installing work may only be carried out in accordance with the relevant statutory labor and
industrial regulations valid at the given time.

5.1.1. Damage

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

5.2. Use of machinery

The use of nail, bolt and stud guns may only be examined and permitted on a case-by-case basis.

The exhibitor is responsible for the operational safety and compliance with occupational safety
and health standards and accident prevention regulations at his stand. Stand construction and
installing work may only be carried out in accordance with the relevant statutory labor and
industrial regulations valid at the given time.

5.3. Electrical installation

5.3.1. Connections

Electrical connections from the utility ducts to the stands may only be fitted by Messe München GmbH
and/or contractors appointed by it. The electrical installations to be exclusively fitted by Messe
München GmbH and/or contractors appointed by it include the main electrical connection and cabling,
master fuse and, if applicable, the master switch / electricity meter. Messe München GmbH’s Technical
Health and Safety Services Division for details concerning ceilings to be located above areas on the upper floor of your stand.

5.4. Installation of water/wastewater facilities

All electrical installations must be in accordance with the relevant drinking water regulations validated at the
time such that any reduction in the quality of drinking water due to the installation and operation of a
water/wastewater connection is ruled out.

5.5. Installation of compressed-air facilities

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.

5.5.3. Safety lighting

Stands whose specific design or structure render the existing general safety lighting ineffective must be
equipped with their own lighting (indirect light) accordingly. It is to be installed in accordance to correctly
accepted technical standards. It must be mounted such that safe orientation and access to the
general escape routes is guaranteed.

5.4.1. Connections

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

5.4.2. Stand installation

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

Water supply lines will be laid in utility ducts wherever possible, but may have to be run above ground
if the location of the connection point makes this necessary. Messe München GmbH is entitled to run
power lines and connections serving neighboring stands across the exhibitor’s stand unless Messe
München GmbH can provide the electrical connection to the neighboring stands at the same or lower
cost without laying supply lines and connections across the exhibitor’s stand.

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

For safety reasons, Messe München GmbH reserves the right to switch off the exhibitor’s power
supply after the event has finished.

5.5.3. Installation and operating regulations

All electrical installations must be fitted in compliance with the latest safety regulations issued by the
German Association of Electrical Engineers (VDE), whereby special attention should be given to VDE
0100-718, IEC 1101, and IEC 536-1.

The ratio of high or low-frequency interference transmitted to the mains may not exceed the levels
specified in VDE 0160, VDE 0838 (EN 50 008) and EN 61 000-2-4. Conductive components must be included in
the precautions intended to prevent indirect contact (stand systems).

The connection set out in the Notice “Electrical Installation on Exhibition Stands” require compliance. All
exhibition stand electrical installations will be inspected by an expert for compliance with the regu-
lations valid at the given time for the Munich Exhibition Center. The inspection will be organized
by Messe München GmbH.

5.5.1. Connections

The provision of exhibition stands with compressed air is possible in both the halls and the outdoor
exhibition area. It generally occurs via a connection to a compressor station. Messe München GmbH
reserves the right to install connections for the supply of compressed air on the stand in cases
where, for instance, little compressed air is required. The use of a compressor to be supplied by
the exhibitor himself has to be notified to Messe München GmbH’s Technical Exhibition Services Division
four weeks prior to commencement of the stand construction period of the given event at the latest.

The exhibitor is not allowed to obtain compressed air for his stand from such persons as have not been
authorized to supply compressed air by Messe München GmbH. Exhibitors are expressly forbiddento obtain compressed air from neighboring stands. Furthermore, exhibitors are not entitled to supply any third
parties at the trade fair center apart from his co-exhibitors with such compressed air as is supplied to him by
Messe München GmbH. This applies particularly to neighboring stands.

The exhibitor is responsible for ensuring that the water/wastewater installation is able to cater for all
items on the stand requiring water/wastewater facilities such that they can all operate simultaneously.
Should Messe München GmbH determine that the water/wastewater installation ordered by the exhibitor
cannot cater for the simultaneous use of all items required by the exhibitor concerned, Messe
München GmbH is entitled to upgrade the water/wastewater installation at the expense of the exhibitor at the
prices stated in the Order Forms for Exhibitor Services without being asked to do so by
water/wastewater piping in the halls will be laid in utility ducts wherever possible, but may under certain circumstances have to be run above ground if the location of the connection point makes this
necessary. In the outdoor exhibition area, water/wastewater facilities can generally be installed; the
connections and/or supply to the stands across the exhibitor’s stand unless Messe München GmbH can provide the water
/wastewater connection to the neighboring stands at the same or lower cost without laying pipes and connections
across the exhibitor’s stand.

Should the exhibitor wish piping to be laid across public aisles or third-party stands, Messe München
GmbH’s prior approval must be sought. Any piping laid in this respect must give due consideration
to the safety of the public and exhibitors alike and be 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 Order Forms for Exhibitor Services.

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

For safety reasons, Messe München GmbH reserves the right to cut off the exhibitors’ water supply
after the event has finished.
Compressed-air facilities from Messe München GmbH’s own mains to the individual stands may only be installed by Messe München GmbH and/or a contractor appointed by it. The compressed-air installations encompass the main compressed-air connection together with associated compressed-air supply lines.

The exhibitor is responsible for ensuring that the compressed-air installation is able to provide all items on the stand requiring compressed air with sufficient compressed air such that they can all operate simultaneously. Should Messe München GmbH determine that the compressed-air installation ordered by the exhibitor cannot guarantee the simultaneous operation of all items requiring compressed air (appliances connected to compressed-air lines) is not to be carried out by Messe München GmbH and/or contractors appointed by it. If necessary, Messe München GmbH is entitled to connect up the equipment requiring compressed air and charge the exhibitor with the costs incurred at the prices stated in the Order Forms for Exhibitor Services.

5.3.1.2. Pressure containers
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.

5.3.2. Test procedures
The exhibitor is principally obliged to display only those products that meet European marketing requirements, specific EU directives as the Machinery Directive, Type Directive, Low-voltage Directive, Medical Products Directive, PSA Directive, etc. and the national legislation based on them. Contrary to this, such products may also be displayed at fairs and exhibitions as do not yet comply with the fundamental safety requirements. In such cases, the exhibitor must ensure that the products are secured so that no danger arises for visitors.

5.3.3. Testing
In addition to the presentation of a valid structural and test certificate (EC conformity declaration and any other necessary documents in German and English), an acceptance test must also be conducted on site. The exhibitor must provide a machine inspection form and any other necessary documents in German and English. In order to ensure safety, the exhibitor is responsible for ensuring that no machines or equipment are installed or that, in doing so, additional costs may be incurred.

5.4.1. Connections
Gas supply facilities from the utility ducts to the stands may only be installed by Messe München GmbH and/or a contractor appointed by it. The gas supply installation, as far as technical equipment is concerned, must be carried out by Messe München GmbH and/or a contractor appointed by it. Should Messe München GmbH determine that the gas installation ordered by the exhibitor cannot guarantee the simultaneous operation of all items requiring gas, Messe München GmbH is entitled to connect up the equipment requiring gas and charge the exhibitor with the costs incurred at the prices stated in the Order Forms for Exhibitor Services.

5.4.2. Stand installation
Gas installation work within the confines of the stand can be carried out by the exhibitor’s own fitters or approved contractors in accordance with German/EU requirements and accepted technical practice. Gas installation work within the confines of the stand can also be carried out by Messe München GmbH and/or contractors appointed by it providing an appropriate order is submitted.

5.5.1.2. Stand installation
5.5.2.3. Stand installation
The exhibitor is responsible for ensuring that the gas supply installation is able to provide all items on the stand requiring gas with sufficient gas such that they can all operate simultaneously. Should Messe München GmbH determine that the gas installation ordered by the exhibitor cannot guarantee the simultaneous operation of all items requiring gas, Messe München GmbH is entitled to connect up the equipment requiring gas and charge the exhibitor with the costs incurred at the prices stated in the Order Forms for Exhibitor Services.

5.6.1. Connections
Gas supply facilities from the utility ducts to the stands may only be installed by Messe München GmbH and/or a contractor appointed by it. The gas supply installation, as far as technical equipment is concerned, must be carried out by Messe München GmbH and/or a contractor appointed by it. Should Messe München GmbH determine that the gas installation ordered by the exhibitor cannot guarantee the simultaneous operation of all items requiring gas, Messe München GmbH is entitled to connect up the equipment requiring gas and charge the exhibitor with the costs incurred at the prices stated in the Order Forms for Exhibitor Services.

5.6.2. Stand installation
Gas installation work within the confines of the stand can be carried out by the exhibitor’s own fitters or approved contractors in accordance with German/EU requirements and accepted technical practice. Gas installation work within the confines of the stand can also be carried out by Messe München GmbH and/or contractors appointed by it providing an appropriate order is submitted.

To the extent that gas installation work including connecting up equipment requiring gas (appliances with gas connections) is not to be carried out by Messe München GmbH and/or contractors appointed by it, the exhibitor has to notify Messe München GmbH in good time prior to the commencement of the work concerned, but 14 days prior to the commencement of the stand construction period at the latest. Should the exhibitor order connecting up gas installations by Messe München GmbH, the exhibitor is responsible for ensuring that the gas installation work including connecting up equipment requiring gas (appliances with gas connections) is not to be carried out by Messe München GmbH and/or contractors appointed by it providing an appropriate order is submitted.

5.7. Information and communications services
All fixed-line and mobile telecommunication services or information and communications services are provided exclusively by Messe München GmbH. Connection plans indicating the required position of the connections should be attached to the orders (form “Information and Communication Services” in the Order Forms for Exhibitor Services).

5.8. Machinery, pressure containers and exhaust systems

5.8.1. Machine noise
The exhibitor is responsible for ensuring that any noise-emitting machinery and/or devices require Messe München GmbH’s prior written approval. It may not disturb any other event participants, cause crowding that blocks the aisles or does not allow fire exits to be used. Machinery and/or devices may only be operated for short periods of time and only as long and as often as the noise level at the stand perimeter does not exceed 70 dB(A). Despite having given its prior approval, Messe München GmbH is entitled to restrict or prohibit such performances as noise, visual disturbance or, for other reasons, cause a significant disturbance to the event or its participants. If a fair, exhibition or other event is not organized by Messe München GmbH but by another organizer, the organizer concerned is entitled to exercise Messe München GmbH’s rights described above.

5.8.2. Product Safety
The exhibitor is principally obliged to display only those products that meet European marketing requirements, specific EU directives as the Machinery Directive, Type Directive, Low-voltage Directive, Medical Products Directive, PSA Directive, etc. and the national legislation based on them (e.g. the German Product Safety Act—ProdSOG). Contrary to this, such products may also be displayed at fairs and exhibitions as do not yet comply with the fundamental safety requirements. In such cases, the exhibitor must ensure that the products are secured so that no danger arises for visitors.

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

Where equipment is not operated, the safety devices can be removed to give visitors a clearer view of the design and construction of the otherwise covered components. The safety devices must then be clearly displayed next to the machine.

5.8.2.2. Test procedures
The exhibited technical equipment will be inspected for its accident prevention and safety characteristics by the relevant supervisory authority—the Factory Inspectorate—together where necessary with the relevant technical committees of the Employers’ Liability Insurance Association and for its compliance with the relevant safety requirements. If in doubt, exhibitors should contact the relevant authorities in good time prior to commencement of the event.

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

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Where equipment is not operated, the safety devices can be removed to give visitors a clearer view of the design and construction of the otherwise covered components. The safety devices must then be clearly displayed next to the machine.
5.8.3.4. Verification
The requisite acceptance certificates should be available on the stand for Factory Inspectorate verification purposes.

5.8.4. Exhaust gases and vapors
Vapors and gases which are emitted by exhibits and equipment and are flammable, toxic or otherwise harmful to event participants may not be released in the halls, but must be fed out into the open air via appropriate piping in accordance with the provisions of the German Emissions Control Act.

5.8.5. Exhaust systems
Such vapors and gases as are flammable, toxic or otherwise unpleasant for event participants must be fed out of the exhibits and equipment by means of an appropriate exhaust piping system, the exhaust piping system being only to be installed by Messe München GmbH or a contractor appointed by it. A ground plan indicating the required position of the ducting should be attached to the orders (form “Vapor and Flue Gas Extractors in the Halls” is included in the Order Forms for Exhibitor Services or available from Messe München GmbH’s Technical Exhibition Services Division).

5.9. Use of compressed gases, liquid gases and flammable liquids
As a general rule, the use of compressed gases, liquid gases and flammable liquids is prohibited. An exception to this ruling, which must be applied for via the “Application for Preventive Fire Protection Measures” form, can be granted by the Munich Municipal Fire Department. The requirement for approval, provided that the usage of compressed gases, liquid gases and flammable liquids applied for is necessary for the operation or demonstration of exhibits. Exhibitors have no entitlement to approval being granted exceptionally.

5.10. Liquid gas
Only under the condition that no electric or natural gas systems may be operated for the demonstration of exhibits may liquid gas systems be exceptionally approved given compliance with the following provisions:

- The location of the installation must be coordinated with Munich Municipal Fire Department.
- The pressure regulator quantity must be approved by Messe München GmbH.
- The liquid gas cylinder in use at all times is to be protected against unauthorized access and heat in a fully enclosed, appropriately marked (yellow label with a black “G”) sheet metal cabinet with base ventilation.

The German Statutory Accident Prevention Regulation DGUV 79 and “Technical Regulations Liquefied Gases” TRF 2012 must be observed, compliance with specification and non-leakage requirements is to be verified by an expert and certified in accordance with the German Accident Prevention Regulation BGV D34.

The pipes and cables of the liquid gas system are to be laid such that they are pull-relieved and protected against mechanical stress.

The storage of liquid gas cylinders in the exhibition halls is prohibited.

5.11. Flammable liquids
Approval for the use of flammable liquids can only be granted in connection with the demonstration of exhibits. See the “Application for Preventive Fire Protection Measures form” in the Order Forms for Exhibitor Services for further information.

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. As filling equipment with liquids is a particularly dangerous operation, maximum care and caution is required.

Equipment that has reached operating temperature may not be filled with flammable liquids. Flammable liquids that have leaked out must be removed immediately from the basins and disposed of in a fully enclosed, appropriately marked (yellow label with a black “G”) sheet metal cabinet with base ventilation.

Exits in darkened rooms must be lit adequately (signs according to DIN EN ISO 7010 or ASR A1.3).

Ventilation. To the extent that 200 or more seats need to be arranged, the total number of seats and the escape / rescue routes in assembly rooms is to be based on the maximum number of persons the room can accommodate and sized accordingly. The width clearance of each section of any given emergency rescue route must amount to at least 1.20 m per 200 persons. Graduated increases are only allowed in steps of 0.60 m. The required width of the given rescue routes must be verified by an independent inspector through the visual inspection of the assembly area.

Exits in darkened rooms must be lit adequately (signs according to DIN EN ISO 7010 or ASR A1.3). Curtains in the vicinity of the exits must open easily to the minimum exit width prescribed, 10 cm above the floor and be extremely flame retardant. They are to be provided with a colored marking along their edges under the direction of this standard. The exits must not be sealed (tied together or similar) during operating hours. Applications should be submitted via the “Application for Preventive Fire Protection Measures” form in the Order Forms for Exhibitor Services.

Assembly rooms must have at least two exits leading directly to the hall aisles. These exits should be located on the walls of the room as far apart from each other as possible.

Seats arranged in rows must be fixed so they cannot be moved; any chairs arranged temporarily are to be firmly interconnected into rows. Seats must at least 0.50 m wide. A width clearance of at least 0.40 m must be provided between the rows of seats. Seats arranged in blocks may comprise no more than 30 rows with a minimum row length of 5.20 m behind the last row or 2.20 m behind the first row. No more than ten seats may be arranged at the side of an aisle. The seating plan must show places for both sitting and standing. The path from a seat at a table to the nearest aisle may not exceed 10 m. The distance between the tables should not be less than 1.50 m. The places for wheelchair users are to be marked separately.

Doors located on escape and rescue routes in assembly rooms must open out in the direction of escape and may have no thresholds. During the time in which persons stay in assembly rooms, the doors of the respective escape and rescue routes must be able to be opened from inside easily and to their full width at all times. In the case of show areas as defined in the Assembly Place Directive (VStättV) valid at the given time, a person responsible for event systems or an event system specialist (pursuant to paragraphs 39 and 40 in the Assembly Place Directive) is to be notified by name to Messe München GmbH’s Technical Exhibition Services Division.

5.12. Radiation protection

5.12.1. Radioactive materials
The use of radioactive materials is only possible with a special permit and Messe München GmbH’s approval. The permit must be applied for via the appropriate authorities in accordance with the Radiation Protection Act and submission of the appropriate documents for the given usage. Only authorized persons may be allowed access. Applications for preventive fire protection measures (11V) valid at the given time, a person responsible for event systems or an event system specialist (pursuant to paragraphs 39 and 40 in the Assembly Place Directive) is to be notified by name to Messe München GmbH’s Technical Exhibition Services Division.

5.13. Laser equipment

5.13.1. Laser equipment
The use of laser equipment requires a special permit and Messe München GmbH’s approval. Notification of the operation of laser equipment is to be submitted to the relevant authority in accordance with DGUV Regulation 11V via the “Registration of Laser and X-Ray Equipment” form in the Order Forms for Exhibitor Services.

5.13.2. X-ray equipment and spurious radiation equipment
The operation of X-ray and spurious radiation equipment requires a special permit and Messe München GmbH’s approval. The Directive on the Prevention of Damage by X-rays (RöV) must be observed. The operation of X-ray and spurious radiation equipment is subject to mandatory approval or notification pursuant to Sections 3, 4, 5 and 8 of the RöV. The relevant authority for Munich is the exhibition venue is the Munich State Factory Inspectorate to which the applications for approval or notification must be submitted. Notification must be submitted via the “Registration of Laser and X-Ray Equipment” form in the Order Forms for Exhibitor Services.

5.14. Cranes, forklift trucks, exhibition goods, packaging, goods consignments
The forwarding agents under contract to Messe München GmbH, hereinafter termed “official forwarding agents,” exercise sole forwarding agent rights at the trade fair center e.g. transportation of exhibits, stand structures, etc. to the stands incl. provision of any auxiliary and work equipment (forklift trucks, cranes, work platforms, etc.) required as well as customs clearance for temporary or permanent importation purposes. Only official forwarding agents may be appointed to render the forwarding agent services mentioned above. An official forwarding agent, upon completion of any given emergency rescue route must amount to a maximum number of persons the room can accommodate and sized accordingly. A copy of the plan approved for the given usage should be displayed in a clearly visible location near the main entrance to the assembly room concerned. Partitioned assembly rooms must offer users an unobstructed line of sight to as many neighboring exhibitors as possible.

Assembly rooms must have at least two exits leading directly to the hall aisles. These exits should be located on the walls of the room as far apart from each other as possible.

Exits in darkened rooms must be lit adequately (signs according to DIN EN ISO 7010 or ASR A1.3). Curtains in the vicinity of the exits must open easily to the minimum exit width prescribed, 10 cm above the floor and be extremely flame retardant. They are to be provided with a colored marking along their edges under the direction of this standard. The exits must not be sealed (tied together or similar) during operating hours. Applications should be submitted via the “Application for Preventive Fire Protection Measures” form in the Order Forms for Exhibitor Services.

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Assembly rooms must have at least two exits leading directly to the hall aisles. These exits should be located on the walls of the room as far apart from each other as possible.

Exits in darkened rooms must be lit adequately (signs according to DIN EN ISO 7010 or ASR A1.3). Curtains in the vicinity of the exits must open easily to the minimum exit width prescribed, 10 cm above the floor and be extremely flame retardant. They are to be provided with a colored marking along their edges under the direction of this standard. The exits must not be sealed (tied together or similar) during operating hours. Applications should be submitted via the “Application for Preventive Fire Protection Measures” form in the Order Forms for Exhibitor Services.
6.1.3. Waste brought to the exhibition center
Such materials and waste as are not used or generated in connection with the given event in the stand construction or dismantling periods or its actual duration may not be brought to the trade fair center.

6.1.4. Waste disposal fees
Waste registered for disposal will be disposed of by Messe München GmbH at the prices valid at the time of the event. Messe München GmbH reserves the right to demand higher charges for the disposal of mixed waste than for fully processed, recyclable materials.

For such waste generated by the exhibitor or his contractors as has not been registered with Messe München GmbH for disposal, Messe München GmbH is entitled to charge lump-sum compensation equaling double the charge it would have raised for disposal of the same quantity of mixed waste.

Messe München GmbH’s right to claim further compensation remains unaffected. The exhibitor may demand a reduction in the lump-sum compensation if he proves that Messe München GmbH has incurred less damage. Waste generated by the exhibitor or his customers is considered to be at such a charge if he fails to register the exhibitor’s stand, unless he can prove that the waste has not been generated by him or his contractors.

All such objects as are located on the exhibitor’s stand after the exhibitor has recognizably left the stand will be treated as waste generated by the exhibitor or his contractors not registered with Messe München GmbH for disposal unless the exhibitor proves that the objects were neither in his nor in the possession of his contractors during the entire period of the event, including stand setup and dismantling times.

The exhibitor has the option during the dismantling period stated in the Terms of Participation, between 08:00 and 17:00, of having the due and proper clearance of his exhibition stand confirmed by Messe München GmbH.

6.2. Water, wastewater, ground protection

6.2.1. Oil/Grease separators
Exhibitors producing, processing, demonstrating or serving food or other goods containing oil and / or grease in quantities exceeding those of a standard household nature are prior to the disposal of the food and goods concerned to collect the accumulated oil and grease separate from other waste in appropriate containers provided on request upon payment of a charge by Messe München GmbH and to place them on the perimeter of their stands ready for collection by Messe München GmbH.

Exhibitors with dishwashers or other kitchen equipment on their exhibition stands as are not of a standard household nature must drain off the wastewater generated on their stands via oil/grease separators. The order form for the installation of an oil/grease separator is available on request from Messe München GmbH’s Technical Exhibition Services Division.

6.2.2. Cleaning/Detergents
Messe München GmbH organizes the cleaning of the areas of general access and other relevant areas at the exhibition center to the extent that they are not leased to exhibitors or other third parties. Exhibitors are responsible for clearing their exhibition stands. This must be carried out and completed every day prior to the commencement of the fair or event. If exhibitors do not have the cleaning work performed by their own personnel, they must appoint Messe München GmbH-accredited contractors only for this purpose. Such cleaning contractors as are not accredited by Messe München GmbH will be charged at a standard rate.

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

6.3. Environmental damage
Messe München GmbH must be notified immediately of any environmental damage / pollution (caused by e.g. petrol, oil, solvents, paint).

1.5.1. Waste disposal
By way of order placement, the exhibitor is to notify Messe München GmbH in good time as to whether he wishes to have the waste generated during the stand-setup and dismantling periods and / or during the stand operation disposed of as mixed waste by Messe München GmbH, or whether he wishes to initially sort the waste into various recyclable categories (e.g. wood, glass, paper, cardboard, plastic, film / foil) and then have it disposed of as fully pre-sorted, recyclable waste by Messe München GmbH. Kitchen and catering waste and other waste contaminated with kitchen and catering waste may only be disposed of as mixed waste. The exhibitor is required to notify Messe München GmbH of waste requiring special supervision (see Item 6.1.2.) and oils and grease (see Item 7.2.1.), which must be disposed of separately by Messe München GmbH.

The exhibitor is to collect the waste in appropriate containers which are supplied by Messe München GmbH on request, subject to payment of a charge. Insolvent as fully pre-sorted, recyclable waste cannot be collected in containers supplied by Messe München GmbH, the exhibitor will have to coordinate the nature of the collection and disposal of these materials with Messe München GmbH.

Production waste and demonstration residue generated by the exhibitor must be registered in good time with Messe München GmbH for disposal, indicating the type of the materials and quantities concerned.

The exhibitor is to ensure that contractors acting at the exhibition center on his behalf conduct them- selves in the same way as the exhibitor is expected to do in accordance with the above regulations.

6.1.2. Hazardous waste
The exhibitor is obliged to register with Messe München GmbH in good time for disposal such waste as is by virtue of its nature, characteristics or quantity particularly hazardous to health or the environment, explosive or easily inflammable (e.g. batteries, varnishes, solvents, lubricants, machine oils, coolants, printing dyes and inks, paint), together with the relevant data safety sheet details.