

## Special Terms of Participation (B)

The General Terms and Conditions of Participation A and the Technical Guidelines of Messe München GmbH shall apply, insofar as the present Special Terms of Participation do not contain any provisions in derogation thereof.

### Duration:

Monday, 11 to Saturday, January 16, 2021

### Opening hours for visitors:

Monday to Friday 09:30–18:00  
Saturday 09:30–16:00

### Opening hours for exhibitors:

Monday to Friday 07:30–19:00  
Saturday 07:30 until the end of dismantling

### Organizer and financing body:

Messe München GmbH  
Messegelände  
81823 München  
Germany

Tel. +49 89 949-11308  
Fax +49 89 949-11309  
info@bau-muenchen.com  
www.bau-muenchen.com

All prices indicated below are net and subject to applicable value-added tax.

### B 1 Application

Applications should be filed online at [www.bau-muenchen.com/application](http://www.bau-muenchen.com/application) or using this form, duly completed and signed with a legally binding signature, and submitted to Messe München GmbH without delay.

Start of space allocation is Friday, September 9, 2019.

### B 2 Eligibility

Admissible as exhibitors are all German manufacturers; all manufacturers from abroad or their German branch establishments; main importers; specialist dealers or service companies authorized by manufacturers; and those firms that are authorized by a manufacturer's works to exhibit its products. Main importers and authorized specialist dealers may only exhibit exhibits from manufacturers which are not represented at this trade fair/exhibition themselves.

All exhibits must correspond to the product index of the respective trade fair/exhibition and be designated by name and exact type in the application. Objects other than those announced and admitted must not be exhibited. The Messe München GmbH exhibition organizer has the final decision on admission.

### B 3 Participation fee, advance payment for services (cf. A 7)

The net participation fees per m<sup>2</sup> space are:

#### In the hall

The minimum stand size is 20 m<sup>2</sup>

|                                    |                |
|------------------------------------|----------------|
| <b>Row stand</b> (1 side open)     | <b>EUR 220</b> |
| <b>Corner stand</b> (2 sides open) | <b>EUR 230</b> |
| <b>End stand</b> (3 sides open)    | <b>EUR 243</b> |
| <b>Island stand</b> (4 sides open) | <b>EUR 258</b> |

#### Two-story stand construction

On two-story constructions, the upper floor space is charged at 50% of the respective ground floor rate.

The participation fee covers the stand space rental and moreover comprises extensive services provided by Messe München GmbH, which include in particular: advice on stand planning, advice on the technical conditions and requirements on site regarding stand design, advice on setting up and dismantling the stand, concept and public relations work for the fair, visitor marketing and visitor acquisition for the fair, press conferences, presentations and exhibitor evenings, insofar as these are organized by Messe München GmbH, the preparation and implementation of forums and special shows, insofar as these are organized by Messe München GmbH or third parties on behalf of Messe München GmbH, the provision of exhibitor passes for authorized persons in accordance with clause B 12 "Exhibitor passes," the lighting, heating and air-conditioning of all the exhibition spaces, basic guard service for the event site, regular cleaning of general areas, the provision of loudspeaker systems used for informing visitors to the fair, and other visitor information systems including signage, the provision of visitor lounges, meeting rooms and catering facilities for exhibitors, visitors and the press within the exhibition premises, the deployment of first-aid operatives as well as traffic routing to and within the event site.

#### Mandatory communication fee

Exhibitors will be charged a mandatory communication fee amounting to **EUR 850**. This fee includes the basic entry in the catalog (print, online and, if applicable, mobile, cf. B 11 Media services) plus one copy of the trade fair catalog (hand-out on site at the fair). It also covers 1,000 letter stickers plus one electronic press compartment, and other communication services as set out in provision B 11 "Media services (Catalog—Internet—Mobile)." Exhibitors can book other entries in the respective advertising media for extra charges. Prices for the additional listing and promotion opportunities are provided in the respective online ordering system, which will be made available to exhibitors by the media services partner contracted by Messe München GmbH.

#### Advance payment

The advance payment for exhibitor services ("Advance payment," cf. A 7) is **EUR 25/m<sup>2</sup>** of rented exhibition space.

#### AUMA charge

The German Council of Trade Fairs and Exhibitions (AUMA) levies all exhibitors a charge of **EUR 0.60/m<sup>2</sup>** of rented exhibition space. This amount is charged by Messe München GmbH and transferred directly to AUMA.

#### Fixed waste-disposal fee

The mandatory, flat-rate waste disposal fee in the amount of **EUR 7.50/m<sup>2</sup>** is to cover the disposal of all waste generated at the exhibitor's booth during setup and dismantling and throughout the duration of the trade fair. The disposal of production waste, entire stand elements and complete exhibition stands is not covered by this fee.



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### B 4 Co-exhibitors

The participation of companies as co-exhibitors (cf. A 4) is on principle possible. Participation is, however, subject to Messe München GmbH's prior authorization. Permission to participate may be granted only if the co-exhibitor would also be eligible to participate as an exhibitor. However, a mandatory communication fee in the amount of **EUR 850** will be levied for each co-exhibitor. The mandatory communication fee for each co-exhibitor includes the same services as for the main exhibitor (cf. B 3).

Co-exhibitors may be registered online by the main exhibitor.

The participation of firms as additionally represented companies (cf. A 4) is not possible.

For each co-exhibitor without Messe München GmbH admission, Messe München GmbH is entitled to demand a penalty charge of **EUR 700** from the exhibitor. Furthermore, Messe München GmbH may demand that co-exhibitors without Messe München GmbH admission vacate the stand. Should the exhibitor fail to comply with Messe München GmbH's vacation demand without delay, Messe München GmbH has the right of extraordinary cancellation in respect of the contractual relationship between Messe München GmbH and the exhibitor.

### B 5 Terms of payment (cf. A 7)

The amounts invoiced in all invoices issued by Messe München GmbH in connection with the event are to be transferred in euros, without deductions and free of all charges to one of the accounts specified in the respective

invoice, indicating the customer number. The times of payment specified in the invoices are binding and are to be complied with.

### B 6 Dates of setting up and dismantling (cf. A 15)

#### Setup

|           |  |
|-----------|--|
| A Halls   | January 2, 2021 to January 10, 2021, 18:00 |
| B Halls   | January 2, 2021 to January 10, 2021, 18:00 |
| C Halls   | January 2, 2021 to January 10, 2021, 18:00 |
| Hall B0   | January 7, 2021 to January 10, 2021, 18:00 |
| Entrances | January 2, 2021 to January 10, 2021, 18:00 |

#### Logistics control system during setup and dismantling for trucks:

Vehicles with a **total length of more than 8 m or over 7.5 tons** are required to reserve a time slot for deliveries and pick-up of cargo in advance, and report to the truck check-in on arrival before entering the grounds.

On the last day of setup, January 10, 2021, all delivery and stand-construction vehicles **must be removed from the halls and the outdoor exhibition area by 18:00 at the latest**. Vehicles which are still in the halls or the outdoor exhibition area after this time will be removed by Messe München GmbH at the risk and expense of the respective exhibitor. Furbishing work and decoration inside the stand is possible until 20:00.

#### Dismantling

as of January 16, 2021, 17:00

|           |   |
|-----------|---|
| A Halls   | January 16, 2021 to January 20, 2021, 18:00 |
| B Halls   | January 16, 2021 to January 20, 2021, 18:00 |
| C Halls   | January 16, 2021 to January 20, 2021, 18:00 |
| Hall B0   | January 16, 2021 to January 18, 2021, 12:00 |
| Entrances | January 16, 2021 to January 20, 2021, 18:00 |

An extension of the dismantling time is unfortunately not possible.

The setup and dismantling dates indicated in the Special Terms of Participation must be strictly observed. Stands that are not occupied on the last day of setup may be used for another purpose by Messe München GmbH. Exhibitors that are admitted to the fair are also obligated to participate in the fair. During the entire trade fair and the stipulated opening hours, all stands must be properly equipped and sufficiently staffed with qualified personnel.

**Transporting fair-related equipment from the stand and dismantling stands prior to the conclusion of the fair is not permitted.**



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### B 7 Stand design and equipment

Stand designs for two-story constructions, for stands larger than **100 m<sup>2</sup>** or stand structures exceeding **3 m** in height or with a stand covering require prior authorization. Dimensioned drawings including floor plans and elevations on a scale of 1:100 must be submitted in duplicate to Messe München GmbH, Technical Exhibition Services Division for approval no later than November 4, 2020 begins.

#### Halls, general

One-story construction

The maximum construction height is **7.50 m**. The maximum advertising height (upper edge) is **7.50 m**.

In Hall B0, the maximum construction and advertising height is **4 m**.

Two-story construction

The maximum construction height is **7.50 m**. The maximum advertising height (upper edge) is **7.50 m**.

In addition, the maximum construction height (clearance) alongside the hall walls must be observed (see description of halls and outdoor exhibition grounds). The partition walls facing the neighboring stand must be kept white, neutral, free of installations and clean above a height of **2.50 m**. It is recommended that exhibitors install partition walls (height **2.50 m**) as demarcation to neighboring stands. Messe München GmbH supplies partition walls only at the request and expense of the exhibitor. Partition walls or additional cabin walls (height **2.50 m**) can be ordered in the Exhibitor Shop. In the case of advertising structures directly facing adjoining stands, there must be a minimum distance of **2 m** to the stand perimeters. Flashing or changing lights must not be used for advertising purposes. **The stand design must be adapted to suit the type of rented stand (island, end, corner or row stand). Each open side of the stand should be mostly open-plan in design (at least 50% per side should be open).** The exhibition stand should also meet the character of the respective

trade fair to preserve the visual identity of the event. Messe München GmbH is entitled to demand changes in stand design on this account.

#### Planning permission

As a matter of principle, every planner/designer of an exhibition stand is responsible for compliance with public statutory regulations, insofar as applicable to exhibition stands, and compliance with Messe München GmbH's Technical Guidelines as well as the General Terms of Participation. No planning approval from Messe München GmbH is necessary given compliance with the following requirements:

- stand and/or advertising structures no higher than **3 m**
- stand area no larger than **100 m<sup>2</sup>**
- stand is without covering.

Any stand concepts in non-compliance with the aforementioned requirements are to be submitted in duplicate for approval to Messe München GmbH's Technical Exhibition Services Division, containing to-scale stand design plans (ground plan, elevations and sectional drawings) no later than 6 weeks prior to official setup date. If items are to be suspended from the hall ceiling, the work involved must be carried out by Messe München GmbH's contractors. Moreover, multi-story stands and special constructions (such as bridges, stairs, cantilever roofs, galleries, etc.) are as a general rule subject to separate approval. Please consult the "Building Regulations" set out under "Leaflets—applications" in the Exhibitor Shop for further information. **Please note under all circumstances the requirements set out in the Technical Guidelines and the information included in the individual notices.** For further processing, the exhibitor service forms for ordering additional stand services will be made available to you online via our Exhibitor Shop in due time, or sent to you per e-mail.

### B 8 Asian longhorned beetle

Based on the General Ordinance of the Bavarian State Research Center for Agriculture (LfL) on measures to control the Asian longhorned beetle (*Anoplophora glabripennis*) dated January 8, 2016, excerpt IPS (Institute for Plant Protection) 4d-7322.640, last amended by the General Ordinance of November 25, 2016, the Munich Exhibition Center is located in a quarantine zone. Exhibitors are mandated to fulfill the obligations arising from it. As long as the Munich Exhibition Center is deemed to be in this quarantine zone, the following applies in particular: Exhibitors whose exhibition space is not exclusively confined to the exhibition halls, may not bring the following plants and woods / timber, whether living or dead, to the Munich Exhibition Center:

Acer spp. Maple / Aesculus spp. Horse Chestnut / Alnus spp. Alder / Betula spp. Birch / Carpinus spp. Common hornbeam / Cercidiphyllum spp. Katsura Tree / Corylus spp. Hazel / Fagus spp. Beech / Fraxinus spp. Ash / Koelreuteria

spp. Golden Rain Tree / Platanus spp. Plane / Populus spp. Poplar / Salix spp. Willow / Sorbus spp. Rowan / Mountain Ash (only in Bavaria) / Tilia spp. Lime / Ulmus spp. Elm

Exceptions to this are: timber and wood which has not retained its natural round surface.

Should these plants and woods have been introduced to the Munich Exhibition Center in spite of this ban, they must not leave it; Messe München GmbH will send these plants and woods for authorized disposal at the exhibitor's expense. Exhibitors whose exhibition space is located exclusively in the exhibition halls are not affected; however, they must not store any of the aforementioned plants and woods / timber outside the exhibition halls, unless for the purpose of loading and unloading only or unless said items are stored in sealed containers, trucks or trailers.

### B 9 Technical installations

The technical services designated accordingly in the Technical Guidelines such as the provision of installations to supply the stand with electricity and water can be ordered only from Messe München GmbH by November 4, 2020 at the latest. Wired telecommunications equipment may only be provided by

Messe München GmbH; Deutsche Telekom AG and other network operators are not authorized at the exhibition center. To connect his own stand area, the exhibitor may operate his own wireless LAN network at his stand after prior written approval from Messe München GmbH; the specifications of Messe München GmbH are to be complied with.



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### B 10 Sales regulations

Open selling or other provision of goods and services from the stand is not permissible. Exhibited articles may be delivered to purchasers only after the end of the fair. It is not permitted to show the selling price openly. Under

No. 64 GewO (German trade regulation act), it is permissible to sell only to commercial resellers, commercial consumers and bulk purchasers.

### B 11 Media services (catalog, internet, mobile)

Phone, fax, mobile phone and e-mail address require the explicit final approval and consent by the exhibitor, as it may potentially be personal data; otherwise this information may not be published. The basic entry is subject to a charge (cf. B3—Mandatory communication fee) and includes the following listings:

in the printed catalog:

- listing of company name, address, contact data (phone, fax, e-mail and internet address) and country code, hall/stand number in the alphabetical exhibitor directory
- listing of company name, hall/stand number under one product group in the exhibitor directory by products

in the Visitor Guide:

- company name (short) over stand location in the Visitor Guide

in the Visit Planner:

- company name (short) over stand location in the Visit Planner
- company name, hall/stand number in the exhibitor listing of the Visit Planner

in the online exhibitor directory:

- listing of company name, address, contact data (phone, fax, e-mail and internet address) and country code, hall/stand number in the detailed exhibitor directory
- activation of e-mail and internet address (hyperlink)
- 1 entry under „product groups“
- listing of company name, address, contact data (phone, fax, e-mail and internet address) and country code in the info box in the interactive hall plan
- social media button icons including hyperlinking to social media channels
- 1 online product presentation with max 1,500 characters incl. one product image
- integration of a YouTube video in the detailed exhibitor listing
- listing of exhibitor contact person with details

in the app:

- listing of company name, address, contact data (phone, fax, e-mail and internet address) and country code, hall/stand number in the detailed directory
- posting of one product group in the detailed listing
- social media button icons including hyperlinking to social media channels
- 1 online product presentation with max 1,500 characters incl. one product image

Exhibitors can book additional listings, e.g. in the product directory and other presentation opportunities in these communication media through a separate online ordering system. The online ordering system will be sent to applicants in good time by the media service partner commissioned. The media service partner commissioned handles these extra listings with the applicant in his own name and on his own account. Messe München GmbH assumes no responsibility for the accuracy and completeness of the exhibitor catalog (print, online and mobile).

The exhibitor is solely responsible for the permissibility under law—and particularly the law on competition—of entries placed in the online exhibitor catalog (print, online and/or mobile) of Messe München GmbH at the instigation of the exhibitor. Should third parties assert claims against Messe München GmbH on account of the impermissibility of the entries under law in general or the law on competition, the placer of the entries shall hold Messe München GmbH fully safeguarded against all claims asserted including all costs of any necessary legal defense on the part of Messe München GmbH. The same applies to entries from exhibitors, co-exhibitors and exhibitors on joint stands that the respective exhibitor has arranged in the Messe München GmbH exhibitor catalog (print, online and/or mobile).

The official media services partner for this trade fair is:

NEUREUTER FAIR MEDIA  
Büro Essen  
Westendstraße 1  
45143 Essen  
Germany  
Tel. +49 201 36547-410  
Fax +49 201 36547-325  
[bau@neureuter.de](mailto:bau@neureuter.de)



## Special Terms of Participation (B)

The General Terms and Conditions of Participation A and the Technical Guidelines of Messe München GmbH shall apply, insofar as the present Special Terms of Participation do not contain any provisions in derogation thereof.

### B 12 Exhibitor passes

Each exhibitor receives a specific number of free exhibitor passes in dependence of stand size, valid for the duration of the fair:

up to **20 m<sup>2</sup>** of stand size  
as from **21 m<sup>2</sup>** for every further **10 m<sup>2</sup>**  
or part thereof

3 exhibitor passes  
1 exhibitor pass  
(in addition)

Further exhibitor passes can be ordered at a cost of **EUR 39.50** each. Exhibitor passes are intended solely for stand personnel, and must not be passed on to third parties. In case of abuse, Messe München GmbH is entitled to withdraw the exhibitor pass.

The number of exhibitor passes does not increase for co-exhibitors.

The exhibitor pass does NOT entitle the holder to free use of local public transport (MVV—Munich Transport and Tariff Association).

### B 13 Photo, film and video shooting (cf. A 10)

Professional photo and film recordings at the exhibition center require authorization from Messe München GmbH and are subject to a fee. Exhibitors or the commissioned photographer (with official assignment) can request this permit from the Messe München GmbH security office. The request for authorization must be submitted in writing.

During opening hours for exhibitors, film and photo work is permitted only inside the booths. It is at the discretion of the exhibitor to provide a photographer/film team commissioned by him with valid admission tickets to enable access to the exhibition grounds.

During nighttime closing hours, a security guard must accompany the team, to be booked through the security control center at a fee. The photo and film permit is also valid for access to the exhibition grounds during this period. No additional admission ticket is required.

### B 14 Stand parties

Evening events at your own exhibition stand must be notified by January 4, 2021 at the latest. They require approval and are subject to a fee. Events on January 11, 12, 13, 14 and 15, 2021 respectively may start as of 18:00 and must end no later than 22:00. Until 22:30, the necessary clearing-up work may be undertaken inside the booth area. By 23:00 at the latest, all persons must have left the exhibition grounds. During the event, the exhibitor is to ensure that aisles and neighboring booths remain clear and unaffected by the activities. For the general protection of neighboring booths against trespassing,

damages etc., Messe München GmbH will schedule security staff. However, the exhibitor who has registered the evening event is liable for any damages and cleaning costs attributable to this event. All attendees are to follow the instructions of the security and public order service staff deployed by Messe München GmbH. To ensure a smooth, uninterrupted event, we recommend that you consult with your booth neighbors in advance of the planned event. The costs per evening event will be charged to you with the final invoice.

### B 15 Alterations

Messe München GmbH reserves the right to make alterations and additions in matters affecting technical arrangements and safety.