

Order Forms for Exhibitor Services at the MOC Veranstaltungszentrum München 2018

All set-up work will be carried out by the Department Events MOC and by its contracting firms.

Please submit your order forms and layout plans without delay, but no later than three weeks prior to the commencement of the official stand set-up period. Messe München GmbH reserves the right to raise a price surcharge on orders submitted late.

■ Stand set-up and dismantling

- The dates and times of the stand set-up and dismantling periods are stipulated together with the organizer and can also be enquired after from the Department Events MOC prior to the commencement of the event.
- Access to the delivery zone at the MOC Veranstaltungscenter München for stand set-up purposes is subject to payment of a deposit. An amount of EUR 100 is payable for each vehicle accessing the site. Subject to the punctual exiting of the site (restricted to one hour for passenger cars, three hours for trucks), this amount will be refunded. Kindly ask the security service staff on site or the Events Department for precise time details.
- Access for stand dismantling purposes generally occurs 30 minutes after the trade fair closes.
- Such vehicles as are parked without authorization in the delivery zone (e.g. during the event) will be removed by MOC at the risk and expense of the exhibitor concerned.
- The above-mentioned dates, times and access rules are coordinated to suit the needs of the MOC Veranstaltungscenter München. The various events held can however deviate from them. Please contact the Events Department for further details.

■ General Terms and Conditions governing the construction of stands

Insofar as no provisions to the contrary have been explicitly specified by the organizer, the following General Terms and Conditions governing stand construction apply:

a) Stand design, height of structures and advertisements

The maximum construction height in the halls is 4 m (the only exceptions to this are the areas directly adjacent to the hall entrances where the construction height is limited to 2.5 m). Based on the assumption that the Technical Guidelines governing the design and execution of the stand are complied with, it is not necessary to submit drawings for planning approval for single-story stands in the halls. All other stand constructions, notably such **with a floor area in excess of 100 m², horizontal stand coverings larger than 30 m²**, mobile stands, stands with bridges, stairways, cantilever roofs, galleries, inclined walls, etc. are subject to prior approval, whereby such excessively high structures are to be designed in neutral white and without advertising elements on the side facing neighboring stands (visible rear side). In the case of advertising facing towards directly adjacent neighbors, a minimum distance to the stand perimeter of 1 m is to be observed. Flashing or changing lights may not be used for advertising purposes.

b) Partition walls

Partition walls (2.5 m high) are erected by the organizer or the Department Events MOC at the request and expense of the exhibitor only. Orders are to be placed via form 2.8 together with the appropriate layout plan.

c) Planning permission

Each installer of an exhibition stand bears individual responsibility for its structural design, installation and operation, as well as for compliance with all legal stipulations applying to exhibitions and fairs, and with Messe München GmbH's Technical Guidelines and the Terms of Participation set out by Messe München GmbH. Planning permission from Messe München GmbH is required if the stand design specifies the following requirements:

- stand size in excess of 100 m²
- stand covers / canopies larger than 30 m²

Plans for the above-mentioned stand concepts must be submitted for approval in duplicate by way of to-scale stand design plans (ground layouts, elevations and sectional drawings) to the Department Events MOC no later than six weeks prior to the official start of the stand set-up period. Moreover, special constructions (such as bridges, stairs, cantilever roofs, galleries, etc.) are as a general rule subject to separate approval.

Please note under all circumstances the requirements set out in forms 1.1 and 1.2, the Technical Guidelines and the information included in the individual notices.

d) Fire regulations for halls 1–4

In the case of one-story structures, stand covers / canopies < 30 m² in halls 1 - 4 may be used after consultation with the Department Events MOC. If larger areas are to be covered, a sprinkler system must be installed.

Any materials used for stand coverings or for decorative purposes must be at least flame-retardant (in compliance with DIN 4102 or DIN EN 13 501-1). Regulations deviating from the above apply to the atriums, showrooms and entrance areas.

Please contact the Department Events MOC for further information.

For safety reasons and as stipulated by the Munich Fire Department (Branddirektion München), electrical distribution systems, fire extinguishing equipment, hydrants, etc. must not be obstructed and must be freely accessible at all times during the fair or event.

Please check the plan of the halls that has been sent to you. If you so desire, you can request an enlarged section of the plan from Messe München GmbH's Department Events MOC.

You will find further information in the notice 'Fire Protection Measures at Trade Fairs and Exhibitions' and on form 1.1.

e) Regulations governing work with carpentry machines

Work with circular saws, planing machines and other carpentry equipment causing dust and wood chippings is not allowed in the halls without an extractor device.

■ Hall, atrium and showroom ceilings and walls

Hall floors must **not** be painted. It is not permitted to glue any kind of floor covering to plastic studded or natural stone floors; adhesive fixing of floor coverings to floors is permitted only with doubled-sided adhesive fabric tape. After the end of the trade fair, floor coverings and adhesive tapes must be removed again. Joints to walls, ceilings and floors may under no circumstances be damaged by cutting or foundation works or similar. Drilling and the attachment of bolts or anchorages to floors, walls or ceilings is not permitted.

Important note:

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

■ Official regulations and permits

The exhibitor and any stand-building company commissioned by him are obliged to adhere to the labor and social security regulations in force.

In particular they must observe the regulations relating to social security contributions, including those for part-time or temporary employment (registration, social security card).

Notification must be given of welding, cutting and soldering work and all other work with a naked flame.

Depending on the stand design and/or layout, connections to a grounded conductor may be required in accordance with VDE regulations (see also Guidelines on Electrical Installation on Exhibition Stands).

Outflow into the sewer system must not contain contaminants in excess of normal household levels. Wastewater containing **oils or greases** in excess of these levels (e.g., from production refuse, commercial dishwashers, etc.) must be treated with **oil/grease traps**.

Radio antennas may be installed only by an accredited contractor and the approval of Messe München GmbH.

In accordance with the corresponding EMC/EMI directives currently in effect, proof of compatibility for the devices being used in the building / area must be produced in order to avoid mutual interference with respect to the operation of radio systems or any equipment with high-frequency emissions.

Radio systems must accordingly have an appropriate frequency spacing with regard to the frequencies/applications already in use at the exhibition center. A Messe München radio frequency can be obtained on request from the Department Events MOC.

As set out in the Technical Guidelines/General Terms of Participation 6.6 and 6.9, prior written permission must be obtained from Messe München GmbH for any demonstrations, **acoustic advertising**, or the use of machinery and equipment. These must be such as to cause no disturbance to neighboring exhibitors. Messe München GmbH shall be entitled to prohibit any demonstrations that endanger or adversely affect the fair (such as through noise) to any considerable extent, notwithstanding the fact that prior permission has been granted. Official regulations must also be observed. **Form 1.1** provides information on the **fire protection measures** and lists equipment and facilities which must be registered with and for which permission obtained from the Städt. Branddirektion (Municipal Fire Department).

GEMA permit

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

GEMA
11506 Berlin, Germany
Tel. +49 30 58858999
Fax +49 30 21292795
kontakt@gema.de
www.gema.de

Limitation of volume of music transmission equipment

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

If the exhibitor does not comply with these regulations Messe München GmbH is entitled, without any special notification to end the music transmission and/or cut off the power supply to the stand.

Work permits

If the setting up and dismantling of exhibition stands is to be performed by employees who are neither German nationals in the sense of Article 116 of the German Constitution, nor citizens of a member state of the European Union, such persons require a work permit issued by the Federal Institute of Employment. This does not apply to employees who retain their residence abroad while setting up or dismantling trade fair stands belonging to their foreign employer.

The work permit must be requested from the Arbeitsamt München (Munich Employment Office), Kapuzinerstrasse 26–30, 80337 München, Germany, or, if it is already planned to make use of foreign employees, from the Landesarbeitsamt Südbayern (South Bavarian Regional Employment Office), Thalkirchner Str. 54, 80337 München, Germany, in good time to allow a decision to be reached before the start of the employment for the said purpose. Personal applications can be made at the branch of the Employment Office at Geyerstrasse 32.

It is an offence under Section 404 Para. 2 of the 3rd Book of the German Code of Social Law (SGB III), either wilfully or negligently

- in contravention of Section 284 Para. 1 Sentence 1 of the SGB III to carry on an occupation as a non-German employee without a work permit,
- in contravention of Section 284 Para. 1 Sentence 1 of the SGB III to make use of a non-German employee without a work permit.

Such infringement is punishable by a fine of up to EUR 5,000 for the employee and EUR 250,000 for the employer. Approval must be obtained from the responsible authority for work on Sundays or bank holidays and for night work.

Complaints

must be made to Messe München GmbH in writing immediately upon reception of the stand but not later than the last day of the stand set-up period so that it can rectify any faults. Subsequent complaints cannot be considered and are not grounds for claims against Messe München GmbH.

Insurance

The exhibitor is liable for any culpable damage to persons or property caused by him, his employees, representatives and their exhibition items or exhibition installations and equipment. Each exhibitor is obliged to take out insurance that provides sufficient coverage with an insurance company licensed to operate in the European Union and to pay the premiums incurred (including insurance tax) in good time. You may apply for such insurance using the forms included in the Order Forms for Exhibitor Services (see form 16.1).

Delivery of goods consignments

When you address goods consignments for delivery to your stand, we would ask you to include the following data on the consignment and/or inform your forwarding agent of the data concerned:

- Name of the event
- Hall (1–4 or atrium)
- Stand number of your exhibition stand
- Name of exhibitor
- MOC Veranstaltungscenter München/Lilienthalallee 40, 80939 Munich

Please note that Messe München GmbH staff will not accept receipt of goods consignments intended for exhibition stands/third parties.

Forwarding agent

The Messe München GmbH-accredited forwarding agent is:

Schenker Deutschland AG
Lilienthalallee 40, Raum 0031, 80939 Munich,
Telefon +49 89 3241125 und +49 89 3241128,
Fax +49 89 3241102

The use of forklifts and hired cranes is permissible only through the official forwarding agent. In certain cases, special approval from Messe München GmbH's Department Events MOC may also be required.

Long-term parking spaces

For cars

Parking on the MOC Veranstaltungscenter München premises outside the parking spaces in the underground car park or taxi pick-up lane is not permitted. Illegally parked vehicles will be towed away at the owner's cost. Long-term parking permits can be ordered via **order form 8.1**.

Alterations

Messe München GmbH reserves the right to make alterations with respect to technical organization and safety.

■ Operating instructions

First, please enter your master data. Then select an order form from the list of contents. Complete the relevant form, ensuring that any additional pages are duly completed as well. Print the form out, then sign and legalize it with your company stamp.

Send the completed form by post to the address indicated.

Important notes

The completed forms can be saved using the free [Adobe Acrobat Reader](#) program from Version 8 or via the purchasable full version of Adobe Acrobat.

By using bookmarks, you can directly access the form required. Click on the bookmark button or on the text in the palette to directly access a subject using the respective bookmark.

In the list of contents, all completed forms will be automatically identified by a green tick mark.

Kindly address any questions you may have to the Department Events MOC

Astrid Resch

Tel. +49 89 32353-401

E-mail astrid.resch@messe-muenchen.de

■ Input of master data

Please enter your master data here – this will then automatically appear on all your order forms.

You can also correct your entries on the individual order forms at any time. These corrections are also automatically saved as master data.

Exhibitor

VAT no.

Street / P.O. Box

Country / Town / Postcode

Hall / Stand no.

Contact

E-mail

Tel. with area code and ext.

Fax with area code and ext.

■ Order acceptance until ten calendar days prior to the start of setup

Orders must have been received by no later than ten calendar days prior to the commencement of the stand setup period. The exhibition management accepts no responsibility for fulfilling orders received after this date.

The MOC Veranstaltungszentrum München reserves the right to charge an additional fee for late orders.

Important Information

Important Information—Order Forms for Exhibitor Services 2018
Notice Hall Plan and Route Map
Notice on Atriums and Showrooms
Notice on Electrical Installation Work on Exhibition Stands
Notice on Fire Protection Measures at Trade Fairs and Exhibitions
Notice on Use of Sprinkler-Compatible Materials and Fabrics
Notice on Stand Structures and Exhibits in the Entrance Area
Notice on Ceiling Suspension Units
Notice on Use of Lifting Equipment

1. Information about Stand Construction

- 1.1 Application for Preventive Fire Protection Measures
- 1.2 Notification of Stand Catering
Serving of Food/Operation of Beverage Dispensing Equipment

2. Stand Constructions / Partitions

- 2.0 Stand Building Partner MEPLAN GmbH
- 2.1 Overview Stand Design Services
- 2.2 System Rental Stand MOC
- 2.3 System Rental Stand Easy / Maxi One
- 2.4 System Rental Stand Start A / M2 white
- 2.5 System Rental Stand Innovation / Columnn
- 2.6 System Rental Stand Atrium / Economy
- 2.7 Additional Equipment—Overview
- 2.8 Octanorm Partition Walls
- 2.9 General Terms of Business MEPLAN GmbH

3. Electrical Installation

- 3.1 Main Electrical Connection (incl. Ground Layout Plan)
- 3.2 Additional Equipment for Main Connection
- 3.3 Additional Electrical Installations

4. Suspension Units / Rigging

- 4.1 Suspension Units / Platform Lift, Halls
(incl. Ground Layout Plan)
- 4.2 Lighting and Truss Systems

5. Sanitary Installations / Compressed Air

- 5.1 Water and Sanitary Connections
(incl. Ground Layout Plan)
- 5.2 Compressed Air / Vacuum Connection
(incl. Ground Layout Plan)

6. Information / Telecommunications Services

- 6.1 Telecommunications Services at the MOC Veranstaltungszentrum München
(incl. Ground Layout Plan)

7. Cleaning

- 7.1 Stand Cleaning / Services

8. Parking / Vehicles

- 8.1 Long-term Parking Permits for Passenger Cars
- 8.2 Registration of Motor Vehicles as Exhibits

9. Security / Guard Service

- 9.1 Stand Security Services

10. Forwarding Services

- 10.1 Mobile Cranes and Lifting Vehicles / Storage of Goods / Empties

11. Flooring / Plants

- 11.1 Carpeting, Flooring Systems, Rudolf Stamm GmbH
- 11.2 Rental Plants, Floral Design and Decoration, Planter's Punch GmbH

12. Furniture Rentals / Showcases / Electrical Appliances

- 12.1 Furniture Rental, MEPLAN GmbH

13. Multimedia / Video / PC / Video Surveillance

- 13.1 Audio / Video / PC
- 13.2 Video Surveillance of Stand

14. Catering

- 14.1 Catering Services, Gert Hoffmann GmbH & Co. Catering KG

15. Events on the Exhibition Stand

- 15.1 Application for Evening Events on the Exhibition Stand

16. Insurance

- 16.1 Exhibitors' Liability Insurance
- 16.2 Transport Insurance and Insurance of Exhibits

Technical Guidelines

General Terms of Contract for Exhibitor Services of Messe München GmbH

**A Service Form No.**

Additional Equipment, System Stands	2.7
Application for Evening Events on the Exhibition Stand	15
Approval, Special Stand Constructions	1.1
Audio technology	13.1

B

Beverage Dispensing Equipment	1.2
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C

Carpeting	11.1
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Catering on the Stand—Notification of Serving Food & Beverages	1.2
Cleaning (Stand)	7.1
Compressed Air Connections	5.2
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Cranes	10.1

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Description, Halls	see following pages
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Electrical Appliances (Rental)	12.1
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Empty Packaging, Storage	10.1
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Exhibitors' Liability Insurance	16.1

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Fax	6.1
Fire Protection (Appl. for Stand Approval)	1.1
Floor Coverings	11.1
Flowers, Plants	11.2
Fork-Lift Trucks	10.1
Forwarding Services	10.1
Furniture	12.1

G Service Form No.

General Terms and Conditions	see last pages
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H

Hall Plan & Route Map	see following pages
Hoisting Equipment	10.1

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L

Liability Insurance	16.1
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Main Electrical Connection	3.1
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Multimedia / Video	13.1

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Notices (Legal)	see following pages
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Parking Permits	8.1
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Preventive Fire Protection (see also Notices)	1.1

R Service Form No.

Refrigerators / Freezers	12.1
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Sanitary Installation	5.1
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Sprinkler System	5.1
Stand Building	2.0/2.1
Stand Cleaning	7.1
Stand Lighting	3.3/4.2
System Rental Stands	2.2–2.6
Storage of Empties	10.1
Suspension Units (Rigging)	4.1
System Partition Walls	2.8

T

Technical Guidelines	see last pages
Telecommunications Services	6.1
Terms of Contract	see last pages
Transport Insurance	16.2
Truss Systems, Lighting	4.2

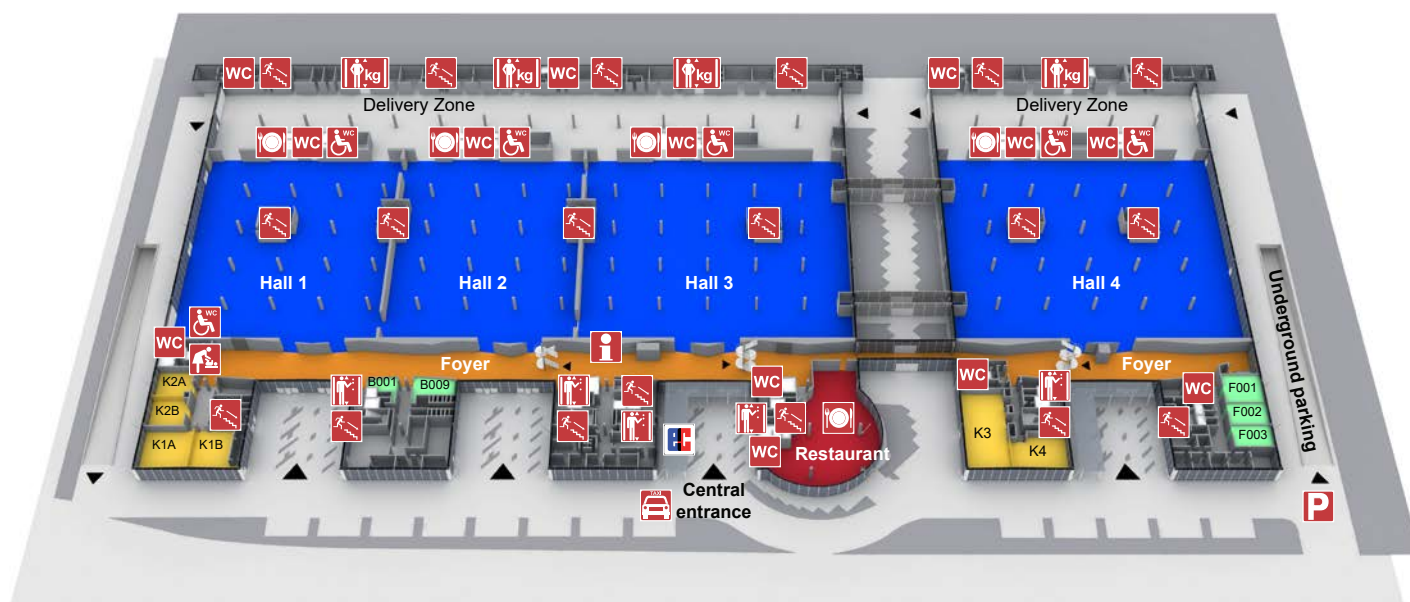
V

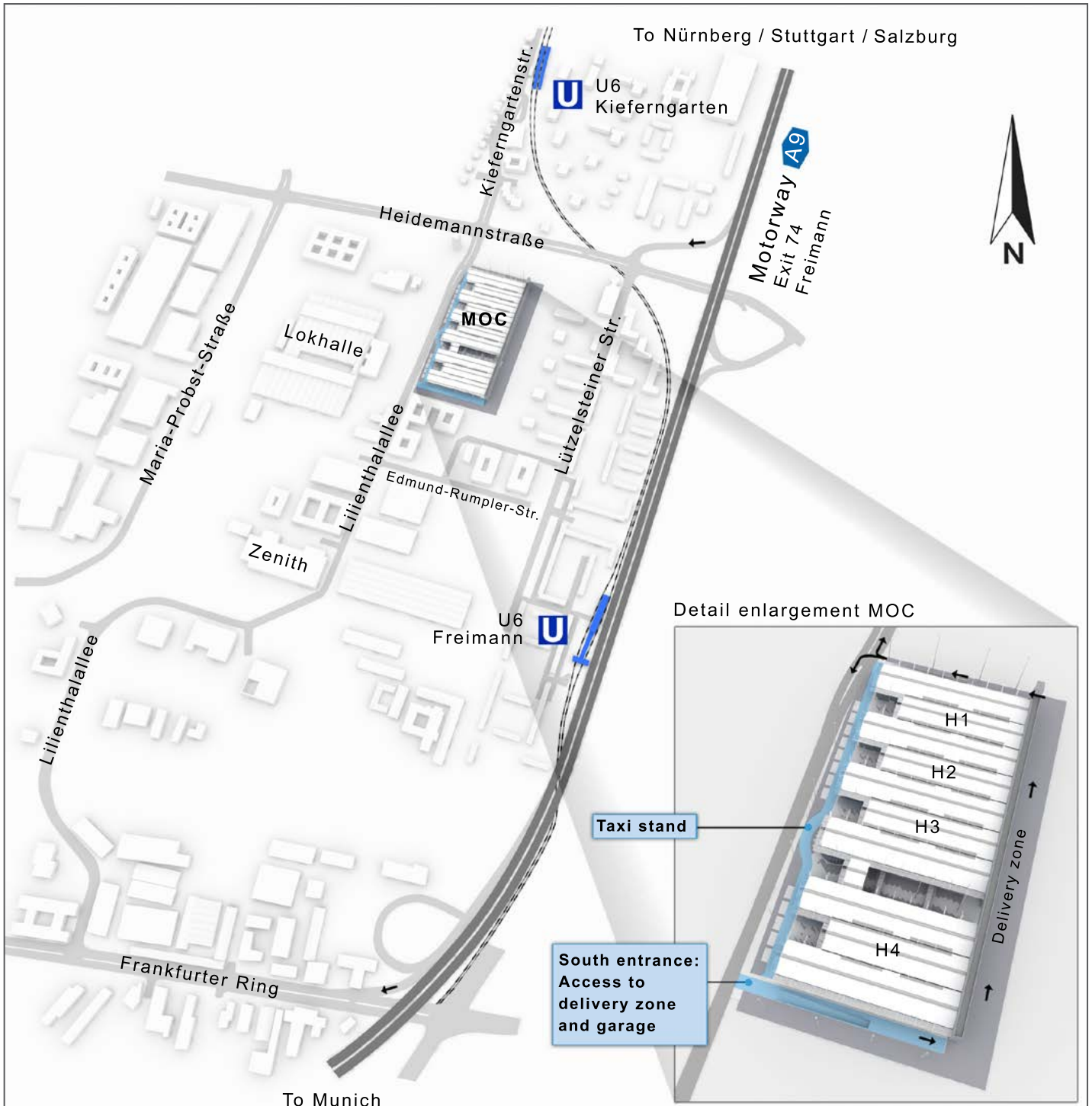
Vehicles (Exhibits)	1.1/8.2
Video Surveillance of Stand	13.2

W

Water Connection	5.1
WiFi	6.1

Component	Description
Exhibition area	Total area approx. 13,770 m ² ; divided into 4 sub-areas of approx. 2,955 m ² , 2,758 m ² , 3,892 m ² , 4,165 m ²
Support structure	Steel composite structure, 12 m x 12 m support sections
Height of rooms	4.4 m clearance; however 4.0 m max. stand construction height
Permissible floor load	1.5 t/m ² , trucks: 18 t permissible laden weight, fork-lift trucks: 7.5 t permissible laden weight, electric fork-lift trucks only (exclusively via MOC's accredited service partner)
Floor	Mastic asphalt surface, utility ducts per 12 m x 6 m sections for water / electricity supply and sewage disposal
Rear walls of halls	2.50 m high, made of chipboard with wood-frame substructure
Entrance gates	2 Entrance gates per hall, 5.0 m wide x 4.25 m high to delivery zone
Indoor climate	Ventilation and air extraction system as partial air-conditioning facility for heating and cooling
Lighting	350 lux
Noise control	upper limit 70 dB (A)
Electrical installations	Power supply 230/400 volt, 50 Hz via utility ducts, subject to consultation
Plumbing	Water supply 1", sewage pipe diameter NW 100 per 6 m x 12 m sections via utility ducts
Communications	Connections for telecommunications, etc. from the ceiling
Sound system	For announcements, can be activated on a per-section basis
WC facilities	WC facilities with separate WC for the disabled per hall





With navigation system

MOC Entrance
Lilienthalallee 40
80939 München

GPS coordinates MOC
Longitude: 11.610602
Latitude: 48.198273

■ Technical data

Atrium 3 1,285 gross m²
Showrooms 1st floor 21 rooms with a total area of 2,173 gross m²

Atrium 4 1,285 gross m²
Showrooms 1st floor 57 rooms with a total area of 4,994 gross m²
Showrooms 2nd floor 61 rooms with a total area of 3,768 gross m²
Studios E/F 436 gross m²

Support structure: steel glass construction, in part T-supports.

Room height:

Atriums 3 and 4: approx. 9 m.

The maximum construction height in the atriums amounts to 6 m insofar as the organizer has not set any restrictions. Direct consultation with the MOC Events Department is required. The inside area can accommodate construction widths of up to 10 m.

Showrooms 1st floor: construction height max. 3.0 m.

Studios und Showrooms 2nd floor: approx. 2.25 m up to 4.0 m (see individual plans).

Load-bearing capacity:

Floor loads of max. 500 kg/m².

Trolleys must be equipped with plastic or rubber wheels to prevent damage, metal wheels or casters are prohibited.

Floors:

Atriums 3 and 4: tiled marble floors.

Showrooms/Studios: unfinished floor base: cement screed on noise impact/thermal insulation

Floor finish: carpeting, wheelchair compatible, extremely flame retardant

Hallways: carpeting.

Ceilings:

Atriums 3 and 4: steel glass construction.

Showrooms/Studios: suspended acoustic ceilings with integrated ventilation and extraction.

Walls:

Walls between the showrooms and hallway walls made of plaster board in support frames.

Windows:

Showrooms in part with sun screening facilities.

Doors:

In part steel glass doors, some with fixed glazed section, in part wooden doors with glass panelling, see individual plans for sizes. Doors are kept open automatically. Wedges are not allowed.

Room climate:

Ventilation and extraction system, heating and cooling in the showrooms via individual appliances, cooling: 10° C under outside temperature.

Lighting:

Ceiling-mounted lamps and spots: 300 lux.

Noise control:

70 dB(A) (upper limit)

Electrical/Communication/Sanitary installations:

Atriums: Electrical and communication connections are provided via floor tanks.

Sanitary connections are located in the front and rear atrium areas and can be installed subject to consultation.

Showrooms/Studios: The salons are equipped with power sockets via which up to 3 kW power can be sourced per wall side. In total, 6 kW power is available per room. Enhanced power supplies can be installed upon consultation with the MOC Department Events.

Telephone and Internet connections must be ordered separately and are installed individually via wall sockets.

Water connections are possible to a restricted extent and after consultation only.

Compressed air:

No compressed air connections are available.

Suspension units:

Atriums: Suspension units in the inside area are possible upon consultation with the MOC Department Events. Suspension points may be installed by accredited service companies of the MOC Veranstaltungscenter München only.

Showrooms: no items can be suspended from ceilings.

Fire protection:

Atriums: Between the showrooms and the inside area available for stand building, a fire-break of 4 meters in width must be kept clear; this is also the escape/rescue route. Stand covers and canopies are not permitted in the atriums for fire protection reasons.

Showrooms: The emergency exit door facing the aisle leads directly to an escape/rescue route and must be kept clear of fittings and stored goods at all times. The door must be unlocked when persons are present in the room.

Access to Atriums/Loading:

The goods load and self-operated lifts can be used from the delivery zones on the ground floor and 2nd underground floor for delivering heavy and bulky goods. The clearance size to the atrium is 2.10 m wide x 2.00 m high.

The goods load must be operated by a goods lift operator who has to be ordered for duty during stand set-up and dismantling periods.

Dimensions of load lift:

Height: 2.60 m

Width of cabin interior: 3.00 m

Door width: 2.50 m

Depth: 5.37 m

Load-bearing capacity: 8,000 kg

Dimensions of self-operated lift:

Height: 2.50 m

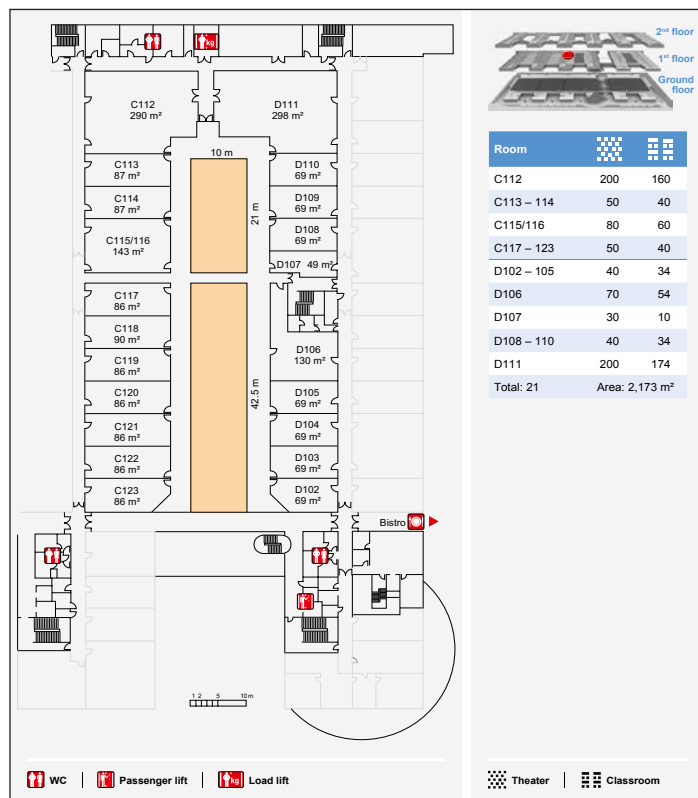
Width of cabin interior: 2.00 m

Door width: 1.10 m

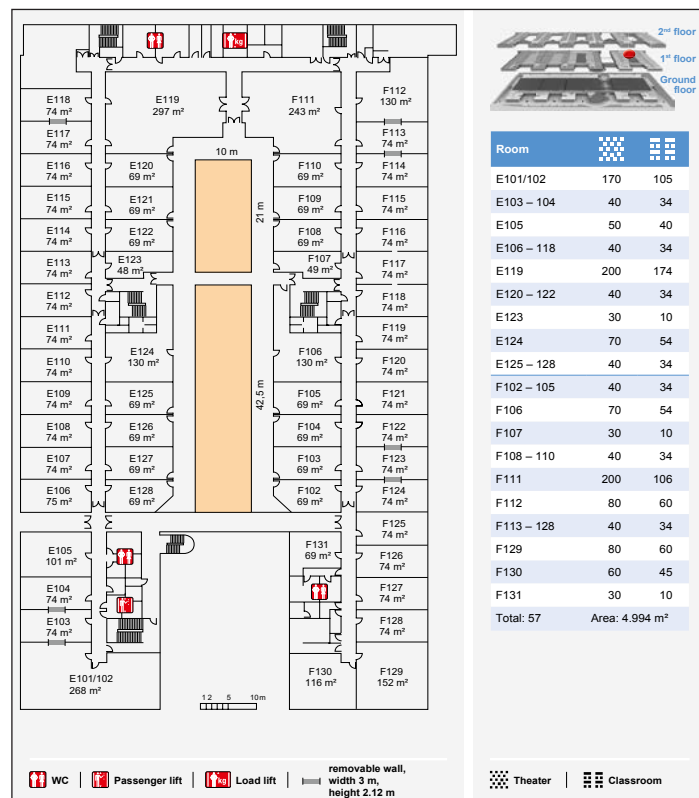
Depth: 2.50 m

Load-bearing capacity: 2,400 kg

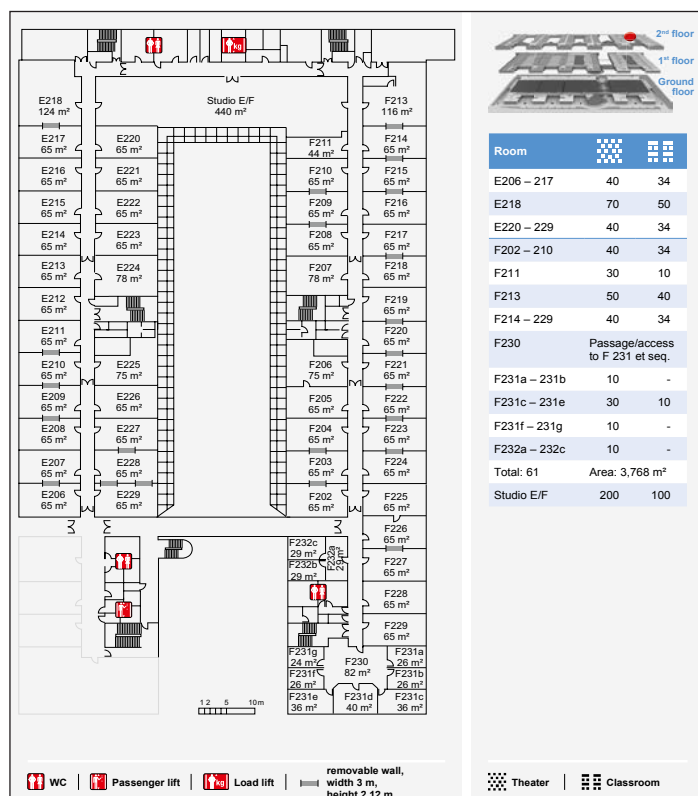
Atrium 3—1st floor



Atrium 4—1st floor



Atrium 4—2nd floor



Electrical installation work on exhibition stands is generally to be carried out in compliance with the latest EN, DIN and VDE regulations and recognised technical practice. All work performed must be in accordance with the relevant safety requirements and, above all, with the provisions set out in DIN VDE 0100 parts 410, 520, 600 and 711, the VdS guidelines and the accident prevention code BGV A1, A3 and C1. Operating resources must be tested by a recognized European certification office (recognized testing bodies include VDE, OVE, etc.).

The following points require particular attention in this context:

Electrical installation work may only be carried out by qualified electricians in accordance with the provisions set out under VDE 100-200 and/or VDE 0105-100. The electricians concerned must be equipped with appropriate tools and work aids. The electrical installation system may only operate in a defect-free state and subject to testing in accordance with VDE 0100-600 having been conducted and documented. The measures required for operational safety purposes must have therefore been taken prior to activation of the system. Work may only be carried out on equipment that has been disconnected from the power supply.

Anyone carrying out electrical installation work is individually responsible (i.e. personally liable) for assuring compliance with relevant electrical installation requirements and recognized technical practice!

■ Power supply/Main distributor panel

The stand must be equipped with a single switch (master switch) – residual current protective devices do not count as master switches – via which the complete electrical installation, with the exception of refrigerators, fax machines, electronic storage devices, can be deactivated.

The master switch and the main distributor panel on the stand must be located in such a way that they are accessible at all times. Any electrical faults must be rectified properly by persons qualified to do so without delay. The power supply is provided in the form of a TN-S system (3 phases, one zero conductor, one earth conductor).

AC voltage: 230 V ($\pm 10\%$) / 50 Hz

Three-phase voltage: 400 V ($\pm 10\%$) / 50 Hz

■ Protective measures

As an additional safety precaution, all circuits protected via fuses or miniature circuit breakers must also be fitted with a residual current device (RCD).

Maximum differential current 30 mA ($I_{\Delta} = 0.03$ A).

Frequency-controlled machinery (e.g. appropriate machines, robots, motors) is to be equipped with B SK-type RCDs (AC/DC-sensitive). Kindly consult a relevant Messe München GmbH-approved contractor in this respect. Connecting different types of RCD in series is not admissible.

Important to note: The permanently installed supply points (power sockets) in the exhibition halls are **not** operated via a residual current device (RCD). There are, however, special supply points with RCDs fitted upstream of them; please ask the Department Events MOC where they are located.

All appliances, lamps and other equipment must be properly earthed unless the items concerned are protectively insulated (safety class 2) or run on protective low voltage (voltage range 1, SELV).

Stand structures made of metal, conductively interconnected metal parts and large metal parts to which electrical cables or equipment are fitted must be connected to the protective equipotential bonding (properly earthed). If electrical distributor panels from Messe München GmbH are used, the earthing work may only be carried out by electrical contractors approved by Messe München GmbH.

Cross-beams with lighting installations must be fitted with an additional protective equipotential bonding device (copper, min. 10mm²) by the company installing the equipment. The potential equalization device concerned must connect up with the master equipotential bonding facility in the utility duct (this also applies to conductive stand components where applicable). The transfer point on the hall floor must be ordered via form 3.1. The potential equalization connection between the transfer point and the cross-beam with the lighting installation can be fitted by exhibitors themselves or ordered via the service company responsible for suspension units.

■ Cabling

All cabling must be installed and secured properly by persons qualified to do so. The external insulation of the cable (sheathing) must be inserted into the given appliances, lamps, plug devices, etc. All cabling must be effectively pull relieved.

The cable and wire used must be approved for usage in conjunction with the given type of installation and comply with the required sizes and specifications (DIN 57298/VDE 298). The minimum sectional area should be 1.5 mm².

If cables are not connected via plugs, they must be connected via clamp connections in hermetically sealed distribution boxes. Clamp connections installed without enclosures are prohibited.

If the cable runs where it may be trodden on, it must be provided with mechanical protection of some form and/or only such cable may be used as is explicitly approved for areas subject to high mechanical stress (minimum H05RN-F). The usage of flat cabling is not permitted (with the exception of flat cabling certified by a recognized European certification office)! The cabling and wiring should be installed such that people cannot stumble over it.

■ Lamps in general

Lamps must be secured in such a way as to prevent them from falling down. All lamps must be secured via two mutually independent mountings (please note that support cables or chains count as secondary mountings) that are able to carry a load five times as heavy as their own weight. These are absolutely essential for installation heights of **2.50 m** and more (see under conductor rails/lighting bars too) or weights of **2 kg** upwards. The usage of cable and straps made of either natural or synthetic fibers (e.g. cable ties) for this purpose is prohibited. Support cables must be made of a non-flammable material. This also applies to lighting bar systems!

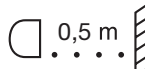
All lamps are to be equipped with some form of mechanical protection e.g. protective basket or safety screen or must have a retaining device that prevents the lamps or parts thereof from falling out.

The installation of lamps on flammable materials, e.g. wood, is only admissible if:

- the manufacturer's specifications do not explicitly prohibit this,
- the lamps are located at a distance of at least 35 mm from the mounting surface or
- the lamps are mounted on to a non-flammable, temperature-insulating surface with a minimum thickness of 10 mm.

This applies in equal measure for sockets or other equipment that is/are fitted to flammable materials. The same requirements also apply to lamps installed in flooring.

Sufficient distance should be left between the lamp and any flammable materials in accordance with the given manufacturer's specifications (relevant markings generally on the lamp itself). The minimum distance is 0.5 m!

e.g.  0,5 m minimum distance to the area to be lit (0.5 m in example shown)

If conductor rails/lighting bars are used, it is vital that the relevant insulating end pieces are inserted into the conductor rail to ensure that the current-carrying conductors cannot be touched. The minimum installation height of lighting bars is 2.50 m. Installation below this height is only possible if the bar is fully covered. Complete protection against touching must be guaranteed! The conductor rail is to be fastened to the given surface in a mechanically effective manner using non-flammable connections (e.g. screws, metal straps, etc.). Plastic cable ties may be used only as additional mounting aids.

■ Photovoltaic systems/

Electric power generation plants

When presenting photovoltaic systems or other electric power generation plants, a deactivation device ('fireman's switch') must be fitted in a clearly visible location that is accessible at all times for deactivating the system or plant in case of danger (with the exception of such systems or plants as do not generate open-circuit voltage in excess of 120 V DC). DIN VDE 0100 T 712 and DIN VDE 0126 requirements are to be observed and a test report in accordance with VDE 0126-23 drawn up and presented on request. The given stand is to be registered with the Technical Exhibition Services Division and identified with a sign marked 'PV System'.

■ Low-voltage lighting

In the case of halogen lamps, bulbs must be prevented from falling out by means of suitable retaining devices (e.g. clamps, claws or springs). The plug-in connection with the base offers insufficient security on its own!

All cabling must be insulated up to the lamps (varnish/paint is not acceptable as insulation). This also applies to structural parts that are used as live conductors.

Transformers:

Only such safety transformers as are approved for the specific area of application may be used. When installing such lighting, particular attention must be given to ensuring unrestricted heat dissipation (distances to be observed in accordance with markings printed on product and/or manufacturer's specifications). Transformers require both primary and secondary fusing. Any transformers not equipped with secondary fusing must have it retrofitted. Maximum fuse size is 25 A depending on the size of the transformer.

The fuse must be able to mechanically counter the anticipated short circuit current. Ideally, electrical overload protectors (response tolerance in case of failure ± 60 W) should be used.

Electronic transformers may be operated without secondary fusing only if they have been tested by an approved European certification body.

Caution: electronic transformer cabling may not exceed 2 m in length!

■ Neon lighting systems / signs

Systems with electrical discharge lamps: systems with any form of fluorescent signs or lamps used as illumination units on a stand or as exhibits with a rated power supply in excess of AC 230/400V must comply with the following requirements: the illuminated sign or lamp must be out of arm's reach (minimum height 2.5 m) or adequately protected to reduce the risk of injury (break-proof, transparent cover).

■ Use of electrical equipment

All electrical equipment used at the exhibition center of Messe München GmbH and on its grounds must be in a proper, safe and tested state and handled in the designated manner. This includes fixed-site equipment such as permanently installed steam cookers, permanently installed hot-air ovens, exhibition machines and installations, etc. (see definition) and mobile equipment such as electric drills, hand-held circular saws, coffee machines, etc. (see definition).

All equipment (including private devices) brought to the exhibition center must have an inspection sticker affixed to them, showing the month and year of the next inspection. At the request of Messe München GmbH, the inspection report of the last inspection conducted is to be presented setting out details of the basis of the inspection, the inspection procedure and the nature and scope of the inspection. The inspections must have been conducted by a person authorized to do so in accordance with the Operating Safety Directive (BetrSichV) in conjunction with the Technical Rules for Operating Safety 1203 (TRBS 1203). The interval between the inspections to be carried out should be determined via a risk assessment process. Equipment is to be secured after the workplace has been vacated such that it poses no risk to persons or property. All equipment used is subject to a ban on the manipulation of protective and safety facilities, see notably DGVV regulation 1 (BGV A1) paragraphs 15 and 16 and StGB paragraph 145.

Definition:

Mobile electrical equipment is such equipment as can be moved during operation or easily taken from one place to another while it is connected to the power supply circuit (see also section 826-16-04 DIN VDE 0100-200).

Fixed-site electrical equipment is such as is permanently installed or as has no carrying fixtures and is so large that it cannot be moved easily. This also includes such electrical equipment as is permanently installed for a temporary period and is operated via mobile connecting cables (see also section 826-16-06 DIN VDE 0100-200).

■ Please note

Any instructions given by electrical installation experts appointed by Messe München GmbH must be followed. In the event that the aforementioned requirements and/or instructions are not complied with, the exhibition stand concerned will be denied access to the power supply for safety reasons.

■ Alerting the fire department and fire-extinguishing facilities

Fire protection facilities and information as to the required behavior in case of fire are located inside the given hall next to each exit.

In the event of fire or smoke being detected, alert the fire department **in all cases** by activating the nearest fire alarm.

The fire hydrants, fire alarms, smoke-extractor triggering devices and fire extinguishers located in the halls must not be obstructed, or rendered unrecognizable or inaccessible.

■ Areas designated for use by fire department

The areas designated as fire lanes and safety zones for use by the fire department must be kept clear at all times. Vehicles, semi-trailers, containers, tanks and/or empty packaging of any kind may be parked or stored on the areas designated for this purpose only during the stand setup and dismantling periods.

■ Emergency exits, hall aisles

All exits and aisles forming part of the permanent layout of the halls are to be kept free and unobstructed over their full width at all times. The exits and emergency hatches including the exit signs may not be obstructed, built-over, locked, covered by drapings or otherwise rendered inconspicuous or inaccessible. Information counters, tables or similar items are to be placed far enough away from entrances, exits and the approaches to staircases.

■ Stand design

Exhibition stands are to be so designed that they contain no rooms, corners or niches that are difficult to access. Floor coverings within the stands must be laid without joints! Each partitioned area within the stand (offices, staff rooms, meeting rooms, etc.) must provide users with a sufficiently unobstructed line of sight (clear view) towards the nearest escape route (visual connection). Such areas (recreation/staff/meeting rooms) as are only accessible by way of another partitioned area ('trapped rooms') are prohibited. If within a given stand the maximum length of an escape route to a hall aisle exceeds 10 m, the stand must be equipped with a second exit and/or an aisle at least 2.0 m wide leading to a hall aisle.

If hall exits are located within a stand, the width of the exit is not to be narrowed. The escape routes in the hall must be indicated and approved by the Fire Department. Exit signs may not be obstructed from view.

As a general rule, the defined hall aisles may not be built over.

■ Decorations

All materials used for decorative purposes should be at least flame-retardant (in accordance with DIN 4102 or DIN EN 13501-1)—certification must be provided. If flame-retardance is to be achieved after the stand has been set up, this is only permissible for small areas with the approval of Munich Fire Department and using officially approved flameproofing agents in accordance with the instructions for use. The use of materials which are easily flammable or melt, drip or give off toxic gases when exposed to heat is not permitted.

The use of synthetic materials (e.g. polystyrene, polyurethane rigid foam, expanded polystyrene, etc.), which produce large amounts of soot when on fire, is not permitted. Proof must be provided of the flame-retardant properties of the materials when installed.

■ Cut trees and plants

Cut trees and plants may only be used for decorative purposes when green. If during the course of the trade show, trees and plants have dried out and thereby become more easily inflammable, they must be removed. Trees must be free of branches up to about 50 cm above the floor. Peat must always be kept damp (risk of ignition by cigarette butts, matches, etc.).

■ Electrical installation and electric appliances

All electrical equipment must be installed in compliance with the safety regulations of the VDE (Association of German Electrical Engineers). Electrical distribution points are to be kept clear and not used as storage areas. Electric hotplates, irons, grills, kettles, immersion heaters and other electric appliances are to be adequately supervised during operation. They must be placed on fire-proof, heat-resistant bases so that even in the case of excessive heat, inflammable objects in their vicinity cannot be ignited.

■ Fire extinguishers

Fire extinguishers kept on the exhibition stand should, on principle, be water extinguishers as per EN 3 or DIN 14406. In kitchen and technical areas, carbon-dioxide extinguishers (capacity min. 5 kg) and one fat fire extinguisher (content min. 6 l) in areas where deep-fat fryers are operated as per EN 3 or DIN 14406 should be provided.

■ Safety lighting

Stands whose specific design or structure render the existing general safety lighting ineffective must be equipped with their own, additional safety lighting in accordance with VDE 0100-718, DIN 50172 and DIN EN 1838. It must be installed such that safe orientation and access to the general escape routes are guaranteed.

■ Packaging materials

Packaging materials, transport crates and other items which are not needed during the exhibition are to be kept outside the halls and loading yards. During stand setup and dismantling periods, escape and rescue routes within the halls must be kept clear; any transport and packaging materials and items of equipment no longer needed are to be removed immediately from the halls.

■ Ashtrays

An adequate number of ashtrays and wastepaper baskets (cigarette butts, matches, etc. separate from paper) are to be provided on the exhibition stands and emptied into non-combustible, tightly closing containers.

■ Internal combustion engines

Internal combustion engines (e.g. in cars) may not be operated in the halls for demonstration purposes. Fuels may not be stored on the stand.

The contents of vehicle fuel tanks must be reduced to the volume necessary for entering and exiting.

Fuel tanks are to be locked and, at Messe München GmbH's request, the battery disconnected.

■ Stand ceilings and canopies

Irrespective of their size, horizontal ceilings and canopies or stand coverings of any kind are subject to approval and must be registered in writing with the Department Events MOC (see form 1.1 "Application for Preventive Fire Protection Measures" of the order forms for exhibition services).

They must be at least extremely flame-retardant (in accordance with DIN 4102 or DIN EN 13501-1)—certification must be provided—and must be fitted with a sprinkler system when constituting a single covered area of more than 30 m².

One sprinkler unit must be installed for every 12 m² of covered space or part thereof; all rooms or booths contained within this area must be incorporated within the scope of the sprinkler system. In this context, please note the information in the Notice for Installation of Sprinkler-compatible Materials.

■ Important to note

Further information is available from the Department Events at the MOC Veranstaltungszentrum München.

We expressly reserve the right to impose further conditions if the need for them only becomes apparent during the course of the trade show.

The provisions stated in form 1.1 of the order forms for exhibitor services must also be observed!

■ Stand ceilings and canopies – general information

Stand ceilings and canopies in the halls must generally be registered with the Department Events MOC Veranstaltungszentrum München for authorization and be at least flame-retardant (to DIN 4102 (B1) or EN 13501-1 (B). If constituting a single covered area of 30 m² or more, they must be covered by a sprinkler system. Any structures suspended from the hall ceiling (trusses etc.) cannot be fitted with a sprinkler system.

Sprinkler systems can only be dispensed with

- if the ceiling or canopy concerned is a modular or metal-grid covering comprising open-mesh grating, perforated sheet metal or similar. At least 70% of the entire ceiling structure including lamp fittings, etc. must be open in accordance with the planning and installation guidelines laid down by the Association of Damage Insurers (VdS—see www.vds.de/en). The degree of openness of the given structure must be proven verifiably, or
- if the ceiling or canopy is of a textile design that has been approved by VdS Schadenverhütung GmbH in Cologne for usage in conjunction with sprinkler-protected risks. Companies supplying such materials are listed below.

Important:

Stand ceilings and canopies (irrespective of their size and design) must always be registered via form 1.2 of the Order Forms for Exhibitor Services **and** always require the written approval of the MOC Veranstaltungszentrum München, coordinated with Munich Municipal Fire Department.

Other regulations apply to **the atriums**. Please contact the Department Events MOC for further information.

■ Please note

Your team of the MOC Veranstaltungszentrum München would be pleased to assist with further information.

■ Supply sources for sprinkler-compatible materials and fabrics

Dieter Cronenberg GmbH & Co. KG

Worringer Str. 17
40211 Düsseldorf
Germany
Tel. +49 211 1775012
Fax +49 211 1775050
a.cronenberg@cronenberg-buehnenbedarf.de
www.cronenberg-buehnenbedarf.de

Rudolf Stamm GmbH

Otto-Perutz-Str. 10
81829 München
Germany
Tel. +49 89 945483-3
Fax +49 89 945483-0
info@rs-stamm.de
www.rs-stamm.de

■ Basic requirements for mesh fabrics

In consultation with the Department Events MOC, the aforementioned materials can be used for canopied areas on **single-story** stand structures to the extent that they are certified as being flame-retardant to DIN 4102 (B1) or EN 13501-1 (B) and, **at the same time**, approved by VdS Schadenverhütung GmbH in Cologne for usage in conjunction with sprinkler-protected risks.

When fitting mesh fabrics on exhibition stands, it should be noted that:

- the fabric covering is to be firmly braced to prevent sagging
- the fabric covering should be braced horizontally and as a single layer
- the manufacturer's installation instructions ensuring the given fabric's sprinkler compatibility must be observed
- hall aisles may not be covered over.

When fitting mesh fabrics, it should also be noted that:

- the maximum permissible **continuous** covered area (i.e. without any strut support) is 30 m²
- the minimum vertical clearance between sprinkler and fabric covering at any point is 0.5 m.

■ Smoke-out fabrics with meltable seams

Fabrics with smoke-out protection are no longer recognized by VdS and may therefore not be used.

■ Stand structures requiring approval

All event-related stand structures in the outdoor exhibition area must comply with requirements set out in the Bavarian Building Directive (BayBO) and the Guideline governing the Construction and Operation of Temporary Structures (FiBauR) and DIN EN 13872 (Temporary structures – tents) and DIN EN 13814 (Temporary structures and installations for event venues and amusement parks) in the versions valid at the given time.

Approval from the Department Events MOC must be obtained for structures and exhibits.

In all cases, a stand safety certificate must be obtained and submitted for stand structures requiring approval in accordance with the BayBO and FiBauR regulations valid at the given time.

■ Stand safety

All stand structures and exhibits in the outdoor exhibition area must be erected such that they stand securely. The exhibitor is responsible for the load-bearing capability and stability of such installations; local specifics (ground loads as well as anticipated wind and snow loads, required escape routes) must be given due consideration.

■ Wind loads

For all stand structures and exhibits in the outdoor exhibition area, regular wind pressure and suction loads as per DIN EN 1991-1-4 (2010), jointly with the DIN EN 1991-1-4/NA national appendix (2010) are to be verifiably taken into account for all bearing roof structures and outer walls with assumed dynamic pressure levels for:

stand structure height up to 10 m $q = 0.65 \text{ kN/m}^2$

stand structure height of $10 \text{ m} < h \leq 18 \text{ m}$ $q = 0.80 \text{ kN/m}^2$

stand structure height of $18 \text{ m} < h \leq 25 \text{ m}$ $q = 0.90 \text{ kN/m}^2$

or wind loads to be determined as per DIN EN 1991-1-4 (2010) with the following site-related characteristics:

Munich: site height < 600 m above sea level

wind zone 2

basic wind speed: $v_{b,0} = 25,0 \text{ m/s}$

velocity pressure: $q_{b,0} = 0,39 \text{ kN/m}^2$

The outdoor exhibition area is to be classified in site category III (city suburbs).

Exceptions to the above are temporary structures with reduced dynamic pressure, which are certifiable as per DIN 4112 4.5:

stand structure height up to 5 m $q_{red} = 0.5 \text{ kN/m}^2$

The outdoor exhibition area is currently to be classified in site category III (city suburbs). Exceptions to the above are temporary structures with verifiably reduced dynamic pressure as per DIN 13782.

■ Wind loads for cranes

As far as inoperative cranes are concerned, regular wind pressure and suction loads as per DIN EN 1991-1-4 (2010) in conjunction with DIN EN 1991-1-4/NA (2010) are to be taken verifiably into account.

■ Snow Loads

For stand construction activities during the snow-free period (May 15 to September 30), no snow loads need be taken into account.

For stand construction activities during the winter period (October 1 to May 14), regular snow loads as per DIN EN 1991-1-3 (2010) jointly with the DIN 1991-1-3/NA national appendix (2010) are to be verifiably taken into account for all bearing roof structures:

Munich: site height < 540 m above sea level

snow load zone 1a

standard snow load: $s_0 = 1,15 \text{ kN/m}^2$ (as per City of Munich circular)

■ Discontinuation of operations

In a "cease operations" situation, exhibitors are asked to take the following measures without delay:

1. Securing of stand installations and exhibits in accordance with the execution approval conditions (test certificate) and/or operating instructions.
2. Complete clearance of fair visitors, stand guests and personnel from stand installation.
3. If necessary, clearance of entire outdoor exhibition area with persons immediately proceeding to exhibition halls in accordance with the information and instructions given on site by Messe München GmbH safety service coordinators.

■ Return of stand space after completion of dismantling work

All exhibition areas are to be returned to Messe München GmbH in their original state by the end of the set dismantling period whereby the areas to be returned should be reported to the Department Events MOC for inspection and acceptance.

In the event that due repair work has not been completed by the end of the dismantling period, Messe München GmbH is entitled to have this done at the expense of the exhibitor.

In addition to the above, the Technical Guidelines of the MOC Veranstaltungszentrum München shall apply.

Suspension units may only be attached to the roof-supporting framework and altered by the accredited Messe München GmbH service firms (e.g. opening a bridge). Orders for suspensions must be made in writing to the Department Events MOC at the MOC Veranstaltungszentrum München using form 4.1.

The construction to be suspended may be situated only within the limits of the stand. Any intended suspension point on the roof construction of the halls can be loaded to a maximum of 25 kg **perpendicularly**. For each suspension point, the load must be individually specified and supporting documentation provided on request. Suspension units for heavier loads only on request (the planning costs will be charged to the exhibitor). At the end of each fastening point (interconnection point) is a Reutlinger.

For reasons of safety, the following types of suspension are not permissible:

- Suspension of stand components
- Securing of stand components or exhibits (stand components or exhibits must stand securely on their own)
- Suspended constructions connected rigidly or by force of gravity with the hall floor.

The use of lifting devices (e.g. chain hoists, motor hoists) absolutely must be discussed and agreed with the respective contracting firm of Messe München GmbH.

With regard to the attachment of objects to be suspended, the relevant safety provisions are to be observed. These also and especially include the provisions of the German Statutory Accident Insurance = DGUV Regulation 1 (Principles of Prevention), DGUV Regulation 17 (formerly BGV C1), DGUV Regulation 54 (formerly BGV D8), the BGI 810-3 and, if applicable, the VStättV directive governing places of assembly (see also provisions set out under IGWV SQ P1 relevant to truss systems).

The following details and enumerations serve as an overview and do not claim to be complete.

Spotlights, loudspeakers, effects devices etc. are always to be provided with a second independent safety facility (safety cable)! Compliance with the provisions set out under BGI 810-3 is required with regards to the dimensioning of the safety cables. The safety attachment is to be executed in such a way that the falling distance does not exceed 20 cm.

Lighting truss systems must be fitted by the system installer with additional protective potential equalization (copper, min. 10 mm²) as per VDE 0100 part 711. Use form 3.1 to order the power supply transfer point at ground level. The equipotential bonding lead between this transfer point and the lighting truss system may be carried out by the exhibitor's own electricians or be ordered for execution by the accredited electrical contractor.

■ Permissible means of attachment

Nominal load at 0.5 times the carrying capacity value indicated by the manufacturer and not exceeding one tenth of the minimum breaking force. Cables and straps may be loaded to a maximum of one twelfth of the minimum breaking force.

Ensure that edges are protected! The edge radius must be at least as large as the diameter of the means of attachment (cable, span set etc.). Means of attachment made of synthetic fibers are not suitable for use close to spotlights.

- Wire cable in accordance with DIN EN 12385, generally round strand cable, standard 6 x 19 FC in accordance with EN 12385-4, with approval
- **Short-linked chains** with approved appurtenances, quality class 8 in accordance with DIN 685, with approval
- Textile span sets in accordance with DIN EN 1492, with approval and indication of carrying capacity with the use of an additional safety facility (safety cable) made of wire cable or chain
- Aluminum or steel clamps which are approved for the respective trusses (appurtenances).

■ Permissible carrying devices:

- Chain motors in accordance with DGUV Regulation 17 (formerly BGV C1)
- Chain motors in accordance with DGUV Regulation 54 (formerly BGV D8) with wire cable or chain "hung dead" (parallel load-carrying to bypass the motor)
- D8 Plus chain motors in accordance with IGWV SQ P2.

Nominal load: see manufacturer's specifications.

■ Permissible means of fastening

Nominal load at 0.5 times the carrying capacity value indicated by the manufacturer and not exceeding one tenth of the minimum breaking force.

- Shackles, straight and curved, quality class 6, according to DIN EN 13889, with indication of carrying capacity; for dynamic loads (e.g. suspension of loudspeakers), only with safety split pin or retaining nut
- Quick-connection element with clamping nut (quick link) acc. to with DIN 56 926, with indication of carrying capacity
- Cobra fork head hooks – only in connection with chains acc. to with DIN 685
- Turnbuckles with closed eyes, e.g. acc. to with DIN 48334, with indication of carrying capacity; for dynamic loads (e.g. suspension of loudspeakers), only with safety split pin and retaining nut
- "O" rings, closed, with indication of carrying capacity.

■ Permissible cable end connections

- Rope sockets (symmetrical) acc. to EN 13411-7; for dynamic loads (e.g. suspension of loudspeakers), only with rope clamp (eccentric) acc. to DIN 1142
- Asymmetrical rope sockets (wedge end clamps) acc. to EN 13411-6; for dynamic loads (e.g. suspension of loudspeakers), only with rope clamp (eccentric) acc. to EN 13411-5
- Wire rope clamps acc. to DIN EN 13411-3, only with cable eye stiffener acc. to DIN EN 13411-1.
- Reutlinger

■ Impermissible means of attachment

- Wire cable without approval
- Covered wire cable
- Long-linked chains (inner length of the link > three times the nominal diameter of the chain material)
- Untested chains
- Cable binders
- Textile span sets without approval and indication of carrying capacity, or without the use of an additional safety facility made of wire cable or chain
- Damaged means of attachment (e.g. kinked cables, span sets with damaged covering, span sets without label/tag)
- Wire cable holders (with the exception of those carrying a BGV test certificate sticker and following consultation with the relevant Messe München GmbH contractor).

■ Impermissible carrying devices

- Chain motors in accordance with DGUV Regulation 54 (formerly BGV D8) without safety cable (i.e. not "hung dead" in a wire cable or chain).

■ Impermissible means of fastening

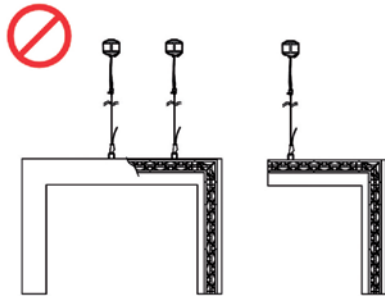
- Carbine swivels, unscrewed
- Carbine swivels, screwed
- Open hooks
- Turnbuckles in open form in accordance with DIN 1480
- Quick-connection element with clamping nut (quick link), without indication of carrying capacity
- Textile span sets as connections between two cross-beams
- Further means of fastening without indication of carrying capacity.

■ Impermissible cable end connections

- Rope clamps (eccentric) in accordance with EN 13411-5
- Rope clamps (eccentric) in accordance with DIN 741.

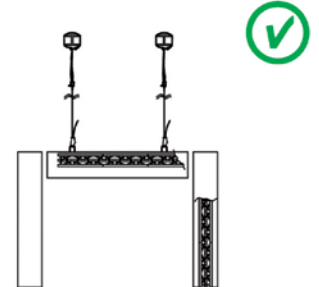
See also illustrations of safety details relevant to means of attachment on page 2.

Not permitted!



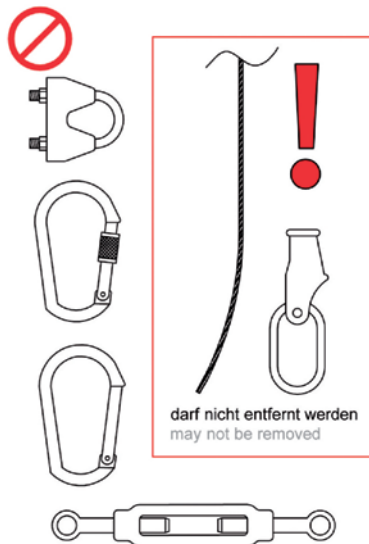
- Securing / Suspending of stand components or exhibits
- Suspended structures connected rigidly or by force of gravity with the hall floor

Permitted!



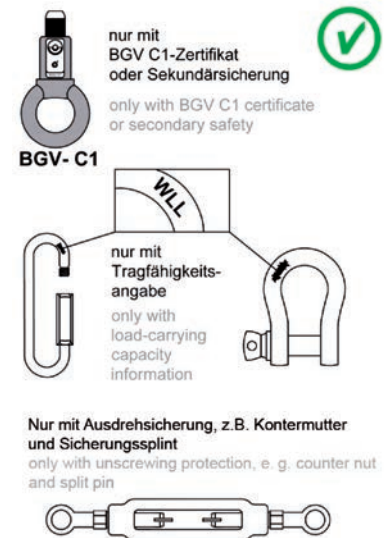
- Suspension units for lighting systems, cross-beams and banners

Not permitted!



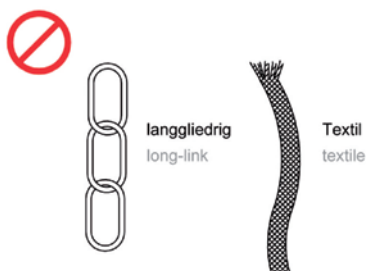
- Carbine swivels unscrewed / screwed
- Rope clamps (eccentric)
- Tension locks without safety cotter pin or counter nut

Permitted!



- e.g. shackles with indication of carrying capacity
- e.g. quick-connection element with clamping nut (quick link) with indication of carrying capacity

Not permitted!



- Long-linked chains (inner length of the link > 3 times the nominal diameter of the chain material)
- Textile ropes / plastic coated steel cables

Permitted!



- Short-linked chains quality class 8 / DIN 685
- Round strand cable in accordance with EN 12385




Hand pallet truck
Manual operation
No driver authorization required

On-site handling of goods at the exhibition grounds



Loading and unloading of trucks with tail lift




Electric pallet truck (low lift truck) "walkie"
Electric operation
 Driver authorization, certificate or similar license for "Pedestrian-controlled vehicle" or "Forklift truck" required.

On-site handling of goods at the exhibition grounds




Loading and unloading of trucks with tail lift



Electric pallet truck (low lift truck) **with operator platform**
Electric operation
 Driver authorization, certificate or similar license for "Pedestrian-controlled vehicle" or "Forklift truck" required.

not used / banned at the exhibition grounds



Electric ant (walkie pallet stacker)
Electric operation
 Driver authorization, certificate or similar license for "Pedestrian-controlled vehicle" or "Forklift truck" required.

On-site handling of goods on rented
stand spaces



Prohibited for loading and unloading at the exhibition grounds





Truck with tail lift (hydraulic platform)

Loading and unloading authorized in combination with hand or electric pallet truck (without operator platform)



Truck with mounted forklift



Driver authorization, certificate or similar
license for "Forklift truck" required.

For safety reasons, the operation of truck-mounted forklifts at the exhibition grounds is strictly forbidden!

Operating unloading cranes is also prohibited!



Forklift truck with operator



Driver authorization, certificate or similar
license for "Forklift truck" required

Request and deployment exclusively through Messe München's accredited service partner /forwarding agent



Schenker Deutschland AG

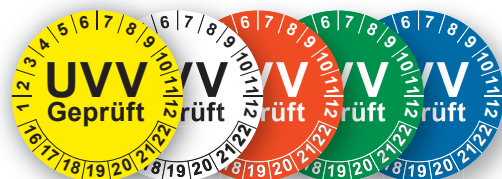
Tel. + 49 89 949-24300

E-mail fairs.muenchen@dbschenker.com

■ Important

All vehicles and loaders/unloaders must be tested according to the Accident Prevention Regulation (UVV). All devices must carry an up-to-date and clearly visible safety certification label.

Examples:



Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

This service form should only be submitted to the extent that one or more of the stand structures, installations/facilities or activities requiring notification, inspection and/or approval mentioned below apply/ies to the above-mentioned stand space.

In such cases, the Notice on "Fire Protection Measures at Trade Fairs and Exhibitions" and the conditions detailed on page 2 should be given due consideration in addition to those set out in the Technical Guidelines of Messe München GmbH. Your particular attention is herewith drawn to the Bavarian Places of Assembly Directive (VStättV) in the version valid at the given time (notably the operating regulations in section 4, §§ 31 in conjunction with 43) (free download at <http://www.stmi.bayern.de/bauen/baurecht/vorschriften/>).

The Munich Municipal Fire Department reserves the right to impose additional requirements to the extent that the necessity to do so arises from the fire safety site inspection or during operation.

Please note:

- To-scale escape and emergency route plans as well as any verification required of the building class of the materials used and/or their sprinkler compatibility and/or technical descriptions/planning documents including all size and quantity details as well as all the necessary inspection certificates should be submitted together with this application.

This form will be passed on by Messe München GmbH to the Munich Municipal Fire Department together with all the relevant documents you submit.

Please give due attention to the detailed provisions on page 2.

Subject to approval in the halls, atriums and outdoor areas

- ☐ Exhibition stands with a floor area of more than 100 m²
- ☐ Stands with horizontal ceilings/canopies
- ☐ Vehicles and containers
- ☐ Stands with chairs arranged in rows and/or around tables for more than 200 persons
- ☐ Slide projection and/or film shows in darkened rooms
- ☐ Use of compressed gases, liquid gases and flammable liquids and deep fryers > 50 l capacity
- ☐ Use of welding equipment and activities involving naked flames
- ☐ Open fires and activities involving risk of fire
- ☐ Pyrotechnics
- ☐ Acids and lyes
- ☐ Use of radioactive materials and bio-hazardous substances

Place / date

Company stamp and legally binding signature of exhibitor

■ Provisions

for the declaration to the Munich Municipal Fire Department of installations and facilities requiring notification, inspection and/or approval

■ Please note

- This form will be passed on by the Department Events MOC to the Munich Municipal Fire Department should this be considered necessary.
- The references quoted in the following text apply to details set out in the Technical Guidelines of Messe München GmbH, which are attached to the Order Forms for Exhibitor Services.

■ Halls

For exhibition stands with a floor area of more than 100 m²

approval must be obtained from the Department Events MOC (cf. item 5.2. "Stand Construction Approval" in the Technical Guidelines").

As far as the design of such stands is concerned, section 5. "General Stand Construction Regulations" and particularly items 5.4.4. "Regularly occupied spaces" and 5.5 "Exits, Escape Routes, Doors" should be given special attention.

Stand structures with horizontal ceilings/canopies

Irrespective of their size, horizontal ceilings and canopies on stands are subject to approval, for which a written application must be submitted to the Department Events MOC.

As far as the design of such stands is concerned, item 5.4.2. "Stand ceilings/canopies" should be given special attention.

Please refer to the Notice on "Sprinkler-compatible Materials" in the Order Forms for Exhibitor Services for information on the materials approved for stand ceilings/canopies and supply sources.

Vehicles and/or containers

are subject to approval if used as exhibits in the halls (cf. item 5.2.2. "Vehicles and Containers" as well as items 5.4.1.2. "Motor Vehicles as Exhibits" and 5.4.2. "Stand ceilings/canopies").

Mobile exhibition stands (show trucks, buses, trailers, etc.) with a single covered area of in excess of 30 m², must be equipped with a sprinkler system. Since there is no connection between the temporary sprinkler system and the central fire alarm system on site, at least one security guard must be in attendance throughout, from the time the mobile exhibition stand accesses the exhibition center to the time it exits it. The security guard can be provided by the exhibitor himself or by the security service of MOC Veranstaltungszentrum München. Should the security staff be deployed by the exhibitor, a list of their names and phone numbers must be deposited with the Department Events MOC.

For areas with row or table seating for > 200 persons

approval must be obtained from the Department Events MOC (cf. item 5.2 "Stand Construction Approval").

To the extent that 200 or more seats need to be arranged, the total number of seats and the escape/rescue routes must be shown in a separate plan (seating plan scale 1:200) to be submitted to Messe München GmbH in triplicate, whereby the width of the escape/rescue routes is to be based on the 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.

For slide and/or film shows

in darkened rooms, approval must be obtained from the Department Events MOC (cf. item 5.2. "Stand Construction Approval"). As far as the planning of such areas is concerned, item 6.9. "Assembly Rooms/Show Areas" (film, slide and television shows as well as other other presentations) should be given special attention.

Compressed gas cylinders, flammable liquids, liquid gas installations

Approval must be obtained from the Munich Municipal Fire Department for the use of

compressed gas cylinders and flammable liquids in conjunction with the presentation of exhibits (cf. item 6.9 "Use of Compressed Gases, Liquid Gases and Flammable Liquids").

Only such quantities of industrial gases as are needed for the day's operations may be kept on the exhibition stand. This must be reported to the Department Events MOC two weeks prior to the event commencing at the latest.

The use of liquid gas is generally prohibited and requires the approval of the Munich Municipal Fire Department for exceptions to this ruling. The use of liquid gas for heating purposes is prohibited.

Technical descriptions and any necessary planning documents including details of size and quantity should be attached to this form.

For the use of welding equipment and activities involving naked flames

during the stand setup and dismantling periods, notification must be submitted to and approval obtained from the Department Events MOC prior to commencement of the work concerned. A permit is available from the Hall Inspectorate and should be completed on site.

Highly inflammable materials such as loose paper, packaging and the like must be removed from the stand area. The work bench must be made of non-flammable material. At least one fire extinguisher suitable for and approved to fire class C to DIN 14406 or EN 3 should be available on the stand. In particular, item 5.4.1.11. of the Technical Guidelines "Abrasive Cutting and Working with a Naked Flame" should be given special attention.

Open fires and activities involving a risk of fire

are prohibited. Approval must be obtained from the Munich Municipal Fire Department in the event of an exception being made to this ruling (cf. item 5.4.1. "Fire Prevention" and item 6.9. "Use of Compressed Gases, Liquid Gases and Flammable Liquids"). The use of individual or multiple candles for table lighting and other purposes is only permitted with candlesticks, holders or candelabras that stand securely and are inflammable. They should be located at a sufficiently safe distance away from flammable materials (decorations, curtains, flammable lampshades, etc.) to ensure that the latter cannot catch fire. Candles must be kept under constant supervision. Munich Municipal Fire Department and Messe München GmbH reserve the right to prohibit the use of lit candles at short notice.

Pyrotechnics

The use of pyrotechnics is generally prohibited. Exceptional approval for the use of pyrotechnics, to be applied for via this form, can be granted by the safety authorities responsible. No right to the granting of such exceptional approval can be asserted. Further information is available for downloading at www.feuerwehrmuenchen.de – Preventive fire and risk protection – "Notices and forms".

Acids and lyes

Acids and lyes are generally prohibited. Exceptional approval for the use of such substances, to be applied for via this form, can be granted by the safety authorities responsible. No right to the granting of such exceptional approval can be asserted.

Use of radioactive materials and bio-hazardous substances

The use of radioactive materials must be reported to the Munich Municipal Fire Department subject to the approval of

Bayerischen Landesamtes für Umweltschutz
Bürgermeister-Ulrich-Str. 160
86179 Augsburg, Germany
Tel. (+49 821) 9071-0
Fax (+49 821) 9071-55 56
poststelle@lfu.bayern.de
www.bayern.de/lfu/

(cf. item 6.12.1. "Radioactive Materials").

Any source of radiation installed in equipment, machines, devices or other apparatus must be removed daily when the trade fair closes and stored in a safe approved by Messe München GmbH. Bio-hazardous substances may only be stored and used with the permission of the Munich Municipal Fire Department.

Please also take special note of item 6.10. of the Technical Guidelines "Hazardous Substances".

Contact and invoicing:

Kreisverwaltungsreferat – HA I / 313 Technik
Ruppertstraße 19 | 80466 München | Germany
Tel. +49 89 233-38612 | Fax +49 89 233-38602
bi-nord.kvr@muenchen.de

Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

For the purpose of compliance with hygiene and safety regulations, the exhibitor is required to notify his intention to serve food and beverages and/or operate beverage dispensing equipment. The registration and/or notification can only be submitted for the stand space rented.

The equipment is being rented from:

We hereby declare our intention to serve food / beverages on our stand:

- ☐ free of charge ☐ for sale
☐ as (non-gratuitous) samples
(price must be significantly below standard local charge).

Company / Rental agent

Phone

Food to be served on the stand is

- ☐ prepared on site ☐ delivered ready to serve

Beverages will be served on the stand

- ☐ in bottles / cans ☐ from beverage dispensing equipment

Food offered

Beverages offered

Size of catering area or number of seats

Period during which actual dispensing of beverages is to occur

If beverage dispensing (bar) equipment is to be used:

The beverage dispensing equipment must comply with the hygiene requirements as set out in DIN 6650-4 prior to the event commencing. The exhibitor undertakes to clean the beverage dispensing equipment appropriately prior to the event commencing.

- ☐ Yes
☐ No, we wish to obtain a quote from Messe München GmbH's accredited service contractor.

The inspection and/or cleaning work should be carried out on

Official certification or logbook incl. records of regular inspection of beverage dispensing equipment is available:

- ☐ Yes ☐ No

In this context, we would like to draw your attention to the fact that the dispensing of alcoholic beverages for consumption on site with the intent to realize a profit is subject to permission according to Section 12 of the German Catering Act, the application for which is to be submitted via this form.

Please note that surfaces which may come into contact with food items must be maintained in exemplary condition and be easy to clean and disinfect. Smooth, washable materials should be utilized (this also applies to floor coverings and walls in such areas.) If food is to be served on the stand, the requirements set out in Section 4 Item 2 in conjunction with Annexe II Section 1 ff. of Directive (EG) 852 / 2004 relevant to commercial operations must be observed. These include the following measures:

- adequate water and wastewater hook-ups
- temperature conditions suitable for the hygienic preparation, handling and distribution of food
- appropriate equipment for cleaning food
- appropriate tools for cleaning kitchen equipment

Note

Any distribution of food and/or beverages is subject to official hygiene regulations, and to review by food and beverage officials of the local inspection authority (Bezirksinspektion Nord).

Place / date

Company stamp and legally binding signature of exhibitor

■ Legal regulations

According to Sections 64 and 69 of the German Trade Regulation Act, the distribution of samples (promotional items, food and beverages) at a scheduled trade fair is not subject to official approval, but must be declared.

Should food or beverages not intended as samples be sold for consumption on site, the requirement to apply for permission as set out in Section 1, Paragraph 1 of the German Catering Act applies. Approval is required in any such case in accordance with Section 12 of the German Catering Act.

Exhibition stand hospitality for guests, customers and visitors:

With regard to the assessment of the exhibitor's customer hospitality activities, such as do not incur a fee, the special character of the function is to be given particular consideration. As the overall event is primarily of a promotional nature, the distribution of food and beverages is regarded as an extension of the true, broader objective of the event, namely promotional activities aimed at attracting customers.

Therefore, taking logistical and economic factors additionally into account, the relevant local authority (Kreisverwaltungsreferat der Landeshauptstadt München), in keeping with current statutory requirements, herewith exempts the complimentary distribution of food and beverages, whether or not served as samples, from the requirement to obtain a permit against payment of a charge in accordance with the German Catering Act.

Information on the German Infection Prevention Act (Infektionsschutzgesetz – IfSG)

Any persons preparing, handling or distributing certain foodstuffs, which activity involves coming into contact therewith, or newly hired staff or persons involved for the first time in group food service activities in kitchens within restaurants and other similar establishments, may only carry out this work after demonstrating through the appropriate certification by the German Public Health Department or from a physician contracted by the Public Health Department, that they have been notified verbally and in writing

1. of activities prohibited under Section 42, Paragraph 1 of the IfSG,
2. of their obligations as specified under Section 43, Paragraphs 2, 4, and 5 of the IfSG and
3. have declared in writing, after having been advised as above, that they have no knowledge of any reason why they should be prohibited from participating in food service activities.

Persons already in possession of a valid health certificate as set forth in Sections 17 and 18 of the former German Epidemic Prevention Act (BSeuchG) are exempt from this compulsory initial instruction.

German-language certificates issued in accordance with the new German Infection Prevention Act (IfSG) and the old German Epidemic Prevention Act (BSG) are to be submitted and / or presented on demand.

Persons preparing, handling or distributing the following foodstuffs are subject to the aforementioned compulsory instruction as provided under the German Infection Prevention Act:

- Meat, poultry and any products produced therefrom
- Milk and dairy products
- Fish, crustaceans or molluscs and products produced therefrom
- Egg products
- Infant and children's nutrition
- Ice cream and semi-finished ice cream products
- Baked goods with non- or partially-cooked or -heated fillings or toppings
- Gourmet salads, raw salads and potato salads, marinades, mayonnaise and other emulsified dressings, baker's yeast.

Dishwashing staff, whether employed in food service operations in establishments or for group service events, must also possess the appropriate instructional certificate.

The provisions set out in the European Food Information Directive have been in force since December 13, 2014. As a result, the identification of allergens is required also for loose goods. In this connection you are kindly requested to refer to the information on our homepage: <https://www.muenchen.de/rathaus/Stadtverwaltung/Kreisverwaltungsreferat/Verbraucherschutz-und-Veterinaerwesen/Lebensmittelueberwachung/Kennzeichmachungin-Speise-und-Getr-nkearten.html>

Further information concerning food hygiene is available from the coordinating officer of the relevant local inspection authority, Ms Stampfl, (Landeshauptstadt München, Kreisverwaltungsreferat HA I / 327, Bezirksinspektion Nord, Hanauer Str. 50, 80993 München, Germany).

Tel. +49 89 233-38643
Fax +49 89 233-38602
bi-nord.kvr@muenchen.de

In the event of any regulations governing food hygiene not receiving compliance, Munich city council's food inspection authority reserves the right to take the appropriate steps up to and including prohibiting the preparation of food.

■ Information on operating beverage dispensing installations at the MOC Veranstaltungszentrum München

1. Beverage dispensing installations that are not fixed local systems as defined by the Technical Rules Governing Dispensing Installations (TRSK) 400 No. 3.3.2, but are to be set up on site at a given event, are required to be registered with the relevant authorities by the operator (see Item 4). No supporting documentation need be submitted. In accordance with Section 14 para 1 of the Operating Safety Directive (BetrSichV), the beverage dispensing installation must undergo inspection by a qualified person as defined by the Technical Rules Governing Operating Safety (TRBS 1203) prior to its initial operation. This is the responsibility of the given entrepreneur (renter or operator). A copy of the inspection result is required to be kept on site and presented to the authorities on request. This still applies even if the installation is rented. In accordance with the European Food Hygiene Directive 852/2004, the beverage dispensing installation is required to be cleaned prior to the commencement of the event. Written verification of the cleaning and the original inspection certificate are to be kept close to the installation. Operating instructions must be affixed to the installation as stipulated by TRSK 500.
2. Ready-to-use installations as defined by TRSK 400 No. 3.3.1 are required to be registered with the relevant authorities (see Item 4). No supporting documentation need be submitted. In accordance with Section 14 para 2 of the Operating Safety Directive (BetrSichV) and based on risk assessment (§ 3 Operating Safety Directive), the installation inspection must be renewed every two years by a qualified person. In accordance with BGV A1, this is generally the responsibility of the given entrepreneur (renter or operator) of the installation.
3. The pressurized gas containers used must be stored upright and secured against tipping over.
4. Further information is available from the responsible inspector for beverage dispensing equipment of the municipal authority (Landeshauptstadt München, Kreisverwaltungsreferat HA I / 313 AG 1, München Ruppertstr. 19, 80466 München, Germany), Mr. Mühldorfer.
Tel. +49 89 233-45083
Fax +49 89 233-45138
Mobile: +49 170 6354587
wolfgang.muehldorfer@muenchen.de

In the event of non-compliance with regulations governing beverage dispensing installations, the municipal authorities reserve the right to take appropriate steps up to and including shutting down the given beverage dispensing installation.

Service company approved by Messe München GmbH for the cleaning and inspection of beverage dispensing installations:

Getränke Widmann GmbH Schankanlagentechnik
Melchior-Huber-Str. 36, 85652 Ottersberg, Germany
Tel. +49 8121 8453
Fax +49 8121 78422
Mobile +49 177 2228453
info@schanktec.de, www.schanktec.de

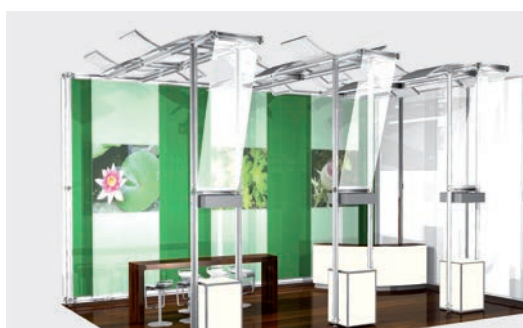
Price overview

Cleaning, inspection and issuing of an inspection certificate	EUR
for a 1-valve beverage dispensing installation	75.00
for each additional valve	37.50
for a 5-valve pre-mix installation	87.00
Inspection in accordance with Equipment Safety Directive of a ready-to-use or installed beverage dispensing system	EUR
incl. hygiene test for a 1-valve beverage dispensing system	on request
for each additional valve	on request
per working hour	49.20

MEPLAN—YOUR TRADE FAIR PARTNER WITH EXPERIENCE



- Tailor-made concepts: from low-cost, flexible system stands through to individually designed architectures
- Special systems for outdoor exhibitions: tents and containers
- Professional team of architects, designers and marketing professionals
- Full-service offers for organizers
- Trade fair consulting, training and success monitoring



Even more stands at
www.meplan.com

MEPLAN GmbH | Olof-Palme-Straße 1 | 81829 München
Tel. +49 89 949-24980 | Fax +49 89 949 24989
service@meplan.de | www.meplan.com

Return to:

MEPLAN GmbH
Olof-Palme-Straße 1 | 81829 München | Germany
Tel. +49 89 949-24980 | Fax +49 89 949-24989
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Exhibitor

Hall / Stand no.

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Contact

Street / P.O. Box

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Country / Town / Postcode

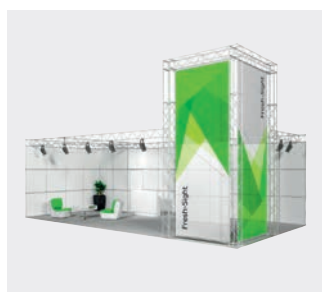
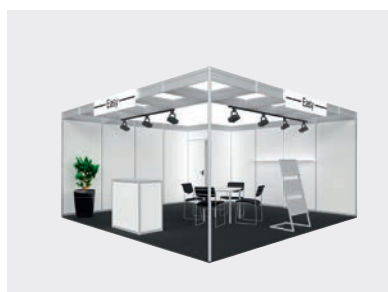
Tel. with area code and ext.

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☐ Yes, I am interested in successful cooperation in the area of

☐ SYSTEM

MEPLAN System Stands—your exhibition presence at an affordable, fixed price



☐ DESIGN

MEPLAN Design—tailor-made stand design in your corporate identity

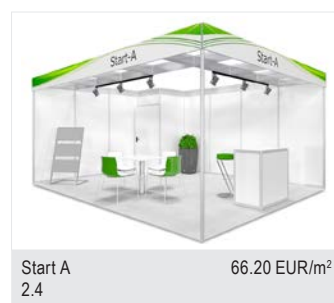


☐ TRADE FAIR CONSULTING, TRAINING, SUCCESS MONITORING

The examples shown below serve to provide you with a simplified overview of the available products and are intended to help you find the right stand design solution. From basic partition concepts via system rental stands through to two-storey structures, containers and tents, our stand design concepts are tailored to suit your individual needs. **On the next page is an overview of the services and products available in conjunction with our system rental stand designs.** Details of the

equipment offered as standard with the various stand types and sizes are also to be found there. We would be pleased to draw up a concept for building customized or multi-storey architectures, based on your ideas and requirements developed in personal consultation with you. We are at your service in providing you with your own stand concept—on time and at a fair price. MEPLAN is your partner for a professional presence at trade fairs and exhibitions!

■ Proposals for system stand solutions Forms 2.2 to 2.6



■ Additional Equipment

2.7 Additional Equipment, Overview

■ AdPartitions

2.8 Octanorm partition walls, aluminum/plastic, from EUR 36.00 / linear meter

The respective system rental stands include the following services and products as standard:

- Set-up and dismantling of stand structures comprising aluminum components, minimum clearance height 220 cm
 - Lighting as stated incl. cabling from main electrical connection point
 - Floor covering as stated incl. laying, plastic sheeting as protection during stand set-up phase and disposal
- Special colors for floor coverings, wall designs with decorative film or digital prints as well as an enhanced range of furniture and fittings available on request.
- An even wider range of stands can be found at www.meplan.com.

For rental stand sizes of 30 m² and more, you qualify for a price discount of 10%, for stands of 40 m² and above 15% discount on the price per square meter stated.

Order form	Description	Min. stand size	Item no.	Facilities	Price in EUR/m ²
2.2	MOC System stand with open ceiling and fascia panel 150 x 30 cm	–	401 400 144/510 K02	Stand height: 250 cm Floor covering: carpet, ribbed in rolls, choice of standard colors Spotlight: 1 spotlight per 3 m ² of stand space Power socket: 1 socket for 20 m ² , 2 sockets for 21 m ² stand space and more, 230 V each Fascia panel: color: white, width: 150 cm, height: 30 cm, 1 panel per stand side facing an aisle Cabin with door: lockable, max. 2 m ² , incl. coat rail and waste-paper basket Suite "K02": 4 plastic chairs, color: black, 1 table, size: 70 x 70 cm, color: white	67.00

Order form	Description	Min. stand size	Item no.	Facilities	Price in EUR/m ²
2.3	Easy System partitions with open ceiling and fascia panel 150 x 30 cm	–	401 400	Stand height: 250 cm Floor covering: carpet, ribbed in rolls, choice of standard colors Spotlight: 1 spotlight per 3 m ² of stand space Power socket: 1 socket for 20 m ² , 2 sockets for 21 m ² stand space and more, 230 V each Fascia panel: color: white, width: 150 cm, height: 30 cm, 1 panel per stand side facing an aisle	53.00
	Maxi One System partitions with open ceiling and fascia panel approx. 200 x 50 cm with a raised design	–	401 400	Stand height: 250/350 cm Floor covering: carpet, ribbed in rolls, choice of standard colors Spotlight: 1 spotlight per 3 m ² of stand space Power socket: 1 socket for 20 m ² , 2 sockets for 21 m ² stand space and more, 230 V each Fascia panel: color: white, width: 200 cm, height: 50 cm, 1 panel per stand side facing an aisle	58.00

Order form	Description	Min. stand size	Item no.	Facilities	Price in EUR/m ²
2.4	Start A System partitions with open ceiling and circumferential fascia panel	–	401 400	Stand height: 250 cm Floor covering: carpet, ribbed in rolls, choice of standard colors Spotlight: 1 spotlight per 3 m ² of stand space Power socket: 1 socket for 20 m ² , 2 sockets for 21 m ² stand space and more, 230 V each Fascia panel: color: white, circumferential, height: 30 cm, 1 panel per stand side facing an aisle	66.20
	M2 weiß System partitions without ceiling structure, open stand design with corner towers as eye-catching features	9 m ²	401 402 400 144 / 510 201 502 520 / 500	Stand height: 250/400 cm Floor covering: carpet, ribbed in rolls, choice of standard colors Spotlight: 1 spotlight per 3 m ² of stand space Long-arm spotlight: 1 spotlight per tower Power socket: 1 socket for 20 m ² , 2 sockets for 21 m ² stand space and more, 230 V each Cabin with door: lockable, max. 2 m ² , incl. coat rail and waste-paper basket Info counter: color: white, size: approx. 100 x 50 x 100 cm Bar stool "Z": color: black, seat: imitation leather Suite "K04": 4 upholstered chairs, color: black, 1 table, size: 70 x 70 cm, color: white	68.00

Order form	Description	Min. stand size	Item no.	Facilities	Price in EUR/m²
2.5	Innovation System partitions with open ceiling and trapezoidal fascia panel 210 x 30 cm, front partition element in blue	9 m²	401 400	Stand height: 250/350 cm Floor covering: carpet, ribbed in rolls, choice of standard colors Spotlight: 1 spotlight per 3 m² of stand space Power socket: 1 socket for 20 m², 2 sockets for 21 m² stand space and more, 230 V each Fascia panel: color: white, width: 210 cm, height: 30 cm, 1 panel per stand side facing an aisle	75.10
	Column System partitions with corner columns, open ceiling and fascia panel 150 x 30 cm	12 m²	401 400	Stand height: 250/400 cm Floor covering: carpet, ribbed in rolls, choice of standard colors Spotlight: 1 spotlight per 3 m² of stand space Power socket: 1 socket for 20 m², 2 sockets for 21 m² stand space and more, 230 V each Fascia panel: color: white, width: 150 cm, height: 30 cm, 1 panel per stand side facing an aisle	78.20
Order form	Description	Min. stand size	Item no.	Facilities	Price in EUR/m²
2.6	Atrium Mero® system partitions with open ceiling, Mero® design and fascia panel 150 x 30 cm	9 m²	401 400 144 / 510 K04	Stand height: 275 cm Floor covering: carpet, ribbed in rolls, choice of standard colors Spotlight: 1 spotlight per 3 m² of stand space Power socket: 1 socket for 20 m², 2 sockets for 21 m² stand space and more, 230 V each Fascia panel: color: white, width: 150 cm, height: 30 cm, 1 panel per stand side facing an aisle Cabin with door: lockable, max. 2 m², incl. coat rail and waste-paper basket Suite "K04": 4 upholstered chairs, color: black, 1 table, size: 70 x 70 cm, color: white	86.00
	Economy System partitions with closed grid ceiling and circumferential fascia panel, incl. ceiling panel lights	12 m²	401 400 144 / 510 140 200 K04	Stand height: 250 cm Floor covering: carpet, ribbed in rolls, choice of standard colors Spotlight: 1 panel per 3 m² of stand space Ceiling panel lights: 1 panel per 6 m² of stand space Power socket: 1 socket for 20 m², 2 sockets for 21 m² stand space and more, 230 V each Fascia panel: color: white, circumferential, height: 30 cm, 1 panel per stand side facing an aisle Cabin with door: lockable, max. 2 m², incl. coat rack and waste-paper basket Shelves: color: white, size: 100 x 30 cm, 4 shelves Sideboard: color: white, size: approx. 100 x 50 x 80 cm, 1 sideboard Suite "K04": 4 upholstered chairs, color: black, 1 table, size: 70 x 70 cm, color: white	93.80

Return to:

MEPLAN GmbH
Olof-Palme-Straße 1 | 81829 München | Germany
Tel. +49 89 949-24980 | Fax +49 89 949-24989
service@meplan.de | www.meplan.com

Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

We hereby order—on behalf and by order of the aforementioned exhibitor—
☐ the system rental stand MOC incl. cabin and seating suite K02 at the basic rate of EUR 67.00/m² plus statutory VAT

Rental stands of 30 m² and more qualify for a price discount of 10%, areas of 40 m² and above of 15%. Rental stands under 15 m² are subject to a surcharge of 15%. The stand area rental payable to the organizer is not included in the price quoted.

The system stand price includes the set-up and dismantling of all parts supplied. Please consult form 2.1 for details of minimum stand size requirements and the basic equipment provided. Furniture combination options and additional items can be ordered here or via form 2.7. A wider selection of options can be found on the Internet at www.meplan.com.

Please note: The electrical and water connections (with consumption) are not included in the stand price and must be ordered separately from the facility operator. MEPLAN would be pleased to prepare the relevant service forms for you ready for signing at no cost. After signing, the exhibitor should submit the service forms to the Department Events MOC. We also recommend that you order stand cleaning and, if required, also security services.

Please prepare the appropriate forms for the following services for us:

- ☐ Main electricity connection ☐ Water connection
☐ Stand cleaning service

These services will be invoiced directly to the exhibitor by Messe München GmbH at the prices shown on the order forms.

Wall color

- ☐ white as standard
☐ Other standard colors (Avery 500/Oracal) for EUR 21.00 per m²
☐ blue ☐ red ☐ green
☐ light gray ☐ black ☐ other _____

Carpet color

- ☐ gray as standard (0905) ☐ blue (0808) ☐ green (0613)
☐ dark gray (0900) ☐ red (0700) ☐ sand (0214)

Stand information

Type: ☐ Row stand ☐ Corner stand ☐ End stand ☐ Island stand

Surface:

Front x depth in m

Cabin:

Front x depth in m (max. 2 m²)

Graphics/ Foil lettering

- ☐ We herewith order foil lettering for the fascia panel with standard letters in Helvetica, max. height 18 cm (other type fonts on request).
☐ black ☐ blue ☐ red ☐ green

Text for fascia panel EUR 2.50 per character

- ☐ Kindly send us a quote for printing our logo.
Information on the file format requirements is available in the download section of our website www.meplan.com. Please send file template to info@meplan.de to obtain a quote.

Additional equipment

Prices in EUR plus VAT

<input type="checkbox"/> K02 74.70	<input type="checkbox"/> K04 98.00	<input type="checkbox"/> K06 95.00	<input type="checkbox"/> K07 90.00
<input type="checkbox"/> K10 98.50	<input type="checkbox"/> K12 299.00	<input type="checkbox"/> K14 207.00	<input type="checkbox"/> K16 173.00
<input type="checkbox"/> K17 277.50	<input type="checkbox"/> K18 184.00	<input type="checkbox"/> K19 236.00	<input type="checkbox"/> K20 153.00
<input type="checkbox"/> K22 336.00			

For orders received three days and less prior to the start of the event, a surcharge of 30% will be raised on the rental prices.

The agreed contract is concluded between the customer and Messe München GmbH, Messegelände, 81823 München, Germany. MEPLAN GmbH, acting as representative of Messe München GmbH, is the contact for the customer in respect of all matters relevant to the given contractual relationship. **Your order is only valid if you have received a confirmation of order or an invoice from MEPLAN. Our Terms and Conditions of Business (see form 2.9) shall apply.**

Place / date

Company stamp and legally binding signature of exhibitor



MOC

Stand visuals may show additional equipment that is not included as standard.



K02 Table (square),
4 chairs, plastic



K04 Table (square),
4 upholstered chairs



K06 Table (round), 3 wooden
shell chairs



K07 High table, 2 bar stools
(upholstery: imitation
leather)



K10 High table, 2 mesh
fabric bar stools



K12 High table, "bridge", 4
bar stools (upholstery:
imitation leather)



K14 Bar counter, conventional,
1 bar stool (upholstery:
imitation leather)



K16 PC table, 1 bar stool
(upholstery: imitation
leather)



K17 PC table, 1 bar stool
(upholstery: imitation
leather)



K18 PC table, conventional,
1 bar stool (upholstery:
imitation leather)



K19 Bar counter, 1 fridge, 1
bar stool (upholstery:
imitation leather)



K20 Table, 2 easy chairs
(upholstery: imitation
leather)



K22 Glass table, 2 arm-
chairs (upholstery:
leather)

Further combination and furnishing options can be
found at www.meplan.com.

Return to:

MEPLAN GmbH
Olof-Palme-Straße 1 | 81829 München | Germany
Tel. +49 89 949-24980 | Fax +49 89 949-24989
service@meplan.de | www.meplan.com

Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

We hereby order – on behalf and by order of the aforementioned exhibitor –

☐ the system rental stand Easy at the basic rate of EUR 53.00/m² plus statutory VAT

☐ the system rental stand Maxi one at the basic rate of EUR 58.00/m² plus statutory VAT

Rental stand areas of 30 m² and more qualify for a price discount of 10%, areas of 40 m² and above of 15%. Rental stands under 15 m² are subject to a surcharge of 15%. The stand area rental payable to the organizer is not included in the price quoted.

The system stand price includes the set-up and dismantling of all parts supplied. Please consult form 2.1 for details of minimum stand size requirements and the basic equipment provided. Furniture combination options and additional items can be ordered here or via form 2.7. A wider selection of options can be found on the Internet at www.meplan.com.

Please note: The electrical and water connections (with consumption) are not included in the stand price and must be ordered separately from the facility operator. MEPLAN would be pleased to prepare the relevant service forms for you ready for signing at no cost. After signing, the exhibitor should submit the service forms to the Department Events MOC. We also recommend that you order stand cleaning and, if required, also security services.

Please prepare the appropriate forms for the following services for us:

- ☐ Main electricity connection ☐ Water connection
☐ Stand cleaning service

These services will be invoiced directly to the exhibitor by Messe München GmbH at the prices shown on the order forms.

Wall color

- ☐ white as standard
☐ Other standard colors (Avery 500 / Oracal) for EUR 21.00 per m²
☐ blue ☐ red ☐ green
☐ light gray ☐ black ☐ other _____

Carpet color

- ☐ gray as standard (0905) ☐ blue (0808) ☐ green (0613)
☐ dark gray (0900) ☐ red (0700) ☐ sand (0214)

Stand information

Type: ☐ Row stand ☐ Corner stand ☐ End stand ☐ Island stand

Surface:

Front x depth in m

Cabin:

Front x depth in m

- ☐ We hereby order the aforementioned lockable cabin (max. 2 m²), insofar as it is not included in the basic equipment provided (form 2.1), at the price of EUR 113.00 plus VAT.

Graphics / Foil lettering

- ☐ We herewith order foil lettering for the fascia panel with standard letters in Helvetica, max. height 18 cm (other type fonts on request).
☐ black ☐ blue ☐ red ☐ green

Text for fascia panel EUR 2.50 per character

- ☐ Kindly send us a quote for printing our logo.
Information on the file format requirements is available in the download section of our website www.meplan.com. Please send file template to service@meplan.de to obtain a quote.

Additional equipment

Prices in EUR plus VAT

<input type="checkbox"/> K02 74.70	<input type="checkbox"/> K04 98.00	<input type="checkbox"/> K06 95.00	<input type="checkbox"/> K07 90.00
<input type="checkbox"/> K10 98.50	<input type="checkbox"/> K12 299.00	<input type="checkbox"/> K14 207.00	<input type="checkbox"/> K16 173.00
<input type="checkbox"/> K17 277.50	<input type="checkbox"/> K18 184.00	<input type="checkbox"/> K19 236.00	<input type="checkbox"/> K20 153.00
<input type="checkbox"/> K22 336.00			

For orders received three days and less prior to the start of the event, a surcharge of 30% will be raised on the rental prices.

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Easy
Stand visuals may show additional equipment that is not included as standard.



Maxi One
Stand visuals may show additional equipment that is not included as standard.



K02 Table (square),
4 chairs, plastic



K04 Table (square),
4 upholstered chairs



K06 Table (round), 3 wood-
en shell chairs



K07 High table, 2 bar stools
(upholstery: imitation
leather)



K10 High table, 2 bar stools,
mesh fabric seat and
back



K12 High table, "bridge", 4
bar stools (upholstery:
imitation leather)



K14 Bar counter, conventional,
1 bar stool (upholstery:
imitation leather)



K16 PC table, 1 bar stools
(upholstery: imitation
leather)



K17 PC table, 1 bar stool
(upholstery: imitation
leather)



K18 PC table, conventional,
1 bar stool (upholstery:
imitation leather)



K19 Bar counter, 1 fridge, 1
bar stool (upholstery:
imitation leather)



K20 Table, 2 easy chairs
(upholstery: imitation
leather)



K22 Glass table, 2 arm-
chairs (upholstery:
leather)

Return to:

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Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

We hereby order – on behalf and by order of the aforementioned exhibitor –

- ☐ the system rental stand Start A at the basic rate of EUR 66.20/m² plus statutory VAT
- ☐ the system rental stand M2 white at the basic rate of EUR 68.00/m² plus statutory VAT

Rental stand areas of 30 m² and more qualify for a price discount of 10%, areas of 40 m² and above of 15%. Rental stands under 15 m² are subject to a surcharge of 15%. The stand area rental payable to the organizer is not included in the price quoted.

The system stand price includes the set-up and dismantling of all parts supplied. Please consult form 2.1 for details of minimum stand size requirements and the basic equipment provided. Furniture combination options and additional items can be ordered here or via form 2.7. A wider selection of options can be found on the Internet at www.meplan.com.

Please note: The electrical and water connections (with consumption) are not included in the stand price and must be ordered separately from the facility operator. MEPLAN would be pleased to prepare the relevant service forms for you ready for signing at no cost. After signing, the exhibitor should submit the service forms to the Department Events MOC. We also recommend that you order stand cleaning and, if required, also security services.

Please prepare the appropriate forms for the following services for us:

- ☐ Main electricity connection ☐ Water connection
- ☐ Stand cleaning service

These services will be invoiced directly to the exhibitor by Messe München GmbH at the prices shown on the order forms.

Wall color

- ☐ white as standard
- ☐ Other standard colors (Avery 500 / Oracal) for EUR 21.00 per m²
- ☐ blue ☐ red ☐ green
- ☐ light gray ☐ black ☐ other _____

Carpet color

- ☐ gray as standard (0905) ☐ blue (0808) ☐ green (0613)
- ☐ dark gray (0900) ☐ red (0700) ☐ sand (0214)

Stand information

Type: ☐ Row stand ☐ Corner stand ☐ End stand ☐ Island stand

Surface:

Front x depth in m

Cabin:

Front x depth in m

- ☐ We hereby order the aforementioned lockable cabin (max. 2 m²), insofar as it is not included in the basic equipment provided (form 2.1), at the price of EUR 113.00 plus VAT.

Graphics / Foil lettering

- ☐ We herewith order foil lettering for the fascia panel with standard letters in Helvetica, max. height 18 cm (other type fonts on request).
- ☐ black ☐ blue ☐ red ☐ green

Text for fascia panel EUR 2.50 per character

- ☐ Kindly send us a quote for printing our logo.
Information on the file format requirements is available in the download section of our website www.meplan.com. Please send file template to service@meplan.de to obtain a quote.

Additional equipment

Prices in EUR plus VAT

<input type="checkbox"/> K02 74.70	<input type="checkbox"/> K04 98.00	<input type="checkbox"/> K06 95.00	<input type="checkbox"/> K07 90.00
<input type="checkbox"/> K10 98.50	<input type="checkbox"/> K12 299.00	<input type="checkbox"/> K14 207.00	<input type="checkbox"/> K16 173.00
<input type="checkbox"/> K17 277.50	<input type="checkbox"/> K18 184.00	<input type="checkbox"/> K19 236.00	<input type="checkbox"/> K20 153.00
<input type="checkbox"/> K22 336.00			

For orders received three days and less prior to the start of the event, a surcharge of 30% will be raised on the rental prices.

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Start A
Stand visuals may show additional equipment that is not included as standard



M2 white
Stand visuals may show additional equipment that is not included as standard.



K02 Table (square),
4 chairs, plastic



K04 Table (square),
4 upholstered chairs



K06 Table (round), 3 wood-
en shell chairs



K07 High table, 2 bar stools
(upholstery: imitation
leather)



K10 High table, 2 bar stools,
mesh fabric seat and
back



K12 High table, "bridge", 4
bar stools (upholstery:
imitation leather)



K14 Bar counter, conventional,
1 bar stool (upholstery:
imitation leather)



K16 PC table, 1 bar stools
(upholstery: imitation
leather)



K17 PC table, 1 bar stool
(upholstery: imitation
leather)



K18 PC table, conventional,
1 bar stool (upholstery:
imitation leather)



K19 Bar counter, 1 fridge, 1
bar stool (upholstery:
imitation leather)



K20 Table, 2 easy chairs
(upholstery: imitation
leather)



K22 Glass table, 2 arm-
chairs (upholstery:
leather)

Return to:

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Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

We hereby order—on behalf and by order of the aforementioned exhibitor—
☐ the system rental stand Innovation at the basic rate of EUR 75.10/m² plus statutory VAT
☐ the system rental stand Column at the basic rate of EUR 78.20/m² plus statutory VAT

Rental stand areas of 30 m² and more qualify for a price discount of 10%, areas of 40 m² and above of 15%. Rental stands under 15 m² are subject to a surcharge of 15%. The stand area rental payable to the organizer is not included in the price quoted.

The system stand price includes the set-up and dismantling of all parts supplied. Please consult form 2.1 for details of minimum stand size requirements and the basic equipment provided. Furniture combination options and additional items can be ordered here or via form 2.7. A wider selection of options can be found on the Internet at www.meplan.com.

Please note: The electrical and water connections (with consumption) are not included in the stand price and must be ordered separately from the facility operator. MEPLAN would be pleased to prepare the relevant service forms for you ready for signing at no cost. After signing, the exhibitor should submit the service forms to the Department Events MOC. We also recommend that you order stand cleaning and, if required, also security services.

Please prepare the appropriate forms for the following services for us:

- ☐ Main electricity connection ☐ Water connection
☐ Stand cleaning service

These services will be invoiced directly to the exhibitor by Messe München GmbH at the prices shown on the order forms.

Wall color

- ☐ white as standard
☐ Other standard colors (Avery 500 / Oracal) for EUR 21.00 per m²
☐ blue ☐ red ☐ green
☐ light gray ☐ black ☐ other _____

Carpet color

- ☐ gray as standard (0905) ☐ blue (0808) ☐ green (0613)
☐ dark gray (0900) ☐ red (0700) ☐ sand (0214)

Stand information

Type: ☐ Row stand ☐ Corner stand ☐ End stand ☐ Island stand

Surface:

Front x depth in m

Cabin:

Front x depth in m

- ☐ We hereby order the aforementioned lockable cabin (max. 2 m²), insofar as it is not included in the basic equipment provided (form 2.1), at the price of EUR 113.00 plus VAT.

Graphics / Foil lettering

- ☐ We herewith order foil lettering for the fascia panel with standard letters in Helvetica, max. height 18 cm (other type fonts on request).
☐ black ☐ blue ☐ red ☐ green

Text for fascia panel EUR 2.50 per character

- ☐ Kindly send us a quote for printing our logo.
Information on the file format requirements is available in the download section of our website www.meplan.com. Please send file template to service@meplan.de to obtain a quote.

Additional equipment

Prices in EUR plus VAT

<input type="checkbox"/> K02 74.70	<input type="checkbox"/> K04 98.00	<input type="checkbox"/> K06 95.00	<input type="checkbox"/> K07 90.00
<input type="checkbox"/> K10 98.50	<input type="checkbox"/> K12 299.00	<input type="checkbox"/> K14 207.00	<input type="checkbox"/> K16 173.00
<input type="checkbox"/> K17 277.50	<input type="checkbox"/> K18 184.00	<input type="checkbox"/> K19 236.00	<input type="checkbox"/> K20 153.00
<input type="checkbox"/> K22 336.00			

For orders received three days and less prior to the start of the event, a surcharge of 30% will be raised on the rental prices.

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Company stamp and legally binding signature of exhibitor



Innovation

Stand visuals may show additional equipment that is not included as standard.



Column

Stand visuals may show additional equipment that is not included as standard.



K02 Table (square),
4 chairs, plastic



K04 Table (square),
4 upholstered chairs



K06 Table (round), 3 wood-
en shell chairs



K07 High table, 2 bar stools
(upholstery: imitation
leather)



K10 High table, 2 bar stools,
mesh fabric seat and
back



K12 High table, "bridge", 4
bar stools (upholstery:
imitation leather)



K14 Bar counter, conventional,
1 bar stool (upholstery:
imitation leather)



K16 PC table, 1 bar stools
(upholstery: imitation
leather)



K17 PC table, 1 bar stool
(upholstery: imitation
leather)



K18 PC table, conventional,
1 bar stool (upholstery:
imitation leather)



K19 Bar counter, 1 fridge, 1
bar stool (upholstery:
imitation leather)



K20 Table, 2 easy chairs
(upholstery: imitation
leather)



K22 Glass table, 2 arm-
chairs (upholstery:
leather)

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Exhibitor

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Tel. with area code and ext.

Fax with area code and ext.

We hereby order – on behalf and by order of the aforementioned exhibitor –

- ☐ the system rental stand Atrium at the basic rate of EUR 86.00/m² plus statutory VAT
- ☐ the system rental stand Economy at the basic rate of EUR 93.80/m² plus statutory VAT

Rental stand areas of 30 m² and more qualify for a price discount of 10%, areas of 40 m² and above of 15%. Rental stands under 15 m² are subject to a surcharge of 15%. The stand area rental payable to the organizer is not included in the price quoted.

The system stand price includes the set-up and dismantling of all parts supplied. Please consult form 2.1 for details of minimum stand size requirements and the basic equipment provided. Furniture combination options and additional items can be ordered here or via form 2.7. A wider selection of options can be found on the Internet at www.meplan.com.

Please note: The electrical and water connections are not included in the stand price and must be ordered separately from the facility operator. MEPLAN would be pleased to prepare the relevant service forms for you ready for signing at no cost. After signing, the exhibitor should submit the service forms to the Department Events MOC. We also recommend that you order stand cleaning and, if required, also security services.

Please prepare the appropriate forms for the following services for us:

- ☐ Main electricity connection ☐ Water connection
- ☐ Stand cleaning service

These services will be invoiced directly to the exhibitor by Messe München GmbH at the prices shown on the order forms.

Wall color

- ☐ white as standard
- ☐ Other standard colors (Avery 500/Oracal) for EUR 21.00 per m²
- ☐ blue ☐ red ☐ green
- ☐ light gray ☐ black ☐ other _____

Carpet color

- ☐ gray as standard (0905) ☐ blue (0808) ☐ green (0613)
- ☐ dark gray (0900) ☐ red (0700) ☐ sand (0214)

Stand information

Type: ☐ Row stand ☐ Corner stand ☐ End stand ☐ Island stand

Surface:

Front x depth in m

Cabin:

Front x depth in m

- ☐ We hereby order the aforementioned lockable cabin (max. 2 m²), insofar as it is not included in the basic equipment provided (form 2.1), at the price of EUR 113.00 plus VAT.

Graphics / Foil lettering

- ☐ We herewith order foil lettering for the fascia panel with standard letters in Helvetica, max. height 18 cm (other type fonts on request).
- ☐ black ☐ blue ☐ red ☐ green

Text for fascia panel EUR 2.50 per character

- ☐ Kindly send us a quote for printing our logo.
Information on the file format requirements is available in the download section of our website www.meplan.com. Please send file template to service@meplan.de to obtain a quote.

Additional equipment

Prices in EUR plus VAT

<input type="checkbox"/> K02 74.70	<input type="checkbox"/> K04 98.00	<input type="checkbox"/> K06 95.00	<input type="checkbox"/> K07 90.00
<input type="checkbox"/> K10 98.50	<input type="checkbox"/> K12 299.00	<input type="checkbox"/> K14 207.00	<input type="checkbox"/> K16 173.00
<input type="checkbox"/> K17 277.50	<input type="checkbox"/> K18 184.00	<input type="checkbox"/> K19 236.00	<input type="checkbox"/> K20 153.00
<input type="checkbox"/> K22 336.00			

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Place / date

Company stamp and legally binding signature of exhibitor



Atrium
Stand visuals may show additional equipment that is not included as standard.



Economy
Stand visuals may show additional equipment that is not included as standard.



K02 Table (square),
4 chairs, plastic



K04 Table (square),
4 upholstered chairs



K06 Table (round), 3 wood-
en shell chairs



K07 High table, 2 bar stools
(upholstery: imitation
leather)



K10 High table, 2 bar stools,
mesh fabric seat and
back



K12 High table, "bridge", 4
bar stools (upholstery:
imitation leather)



K14 Bar counter, conventional,
1 bar stool (upholstery:
imitation leather)



K16 PC table, 1 bar stools
(upholstery: imitation
leather)



K17 PC table, 1 bar stool
(upholstery: imitation
leather)



K18 PC table, conventional,
1 bar stool (upholstery:
imitation leather)



K19 Bar counter, 1 fridge, 1
bar stool (upholstery:
imitation leather)



K20 Table, 2 easy chairs
(upholstery: imitation
leather)



K22 Glass table, 2 arm-
chairs (upholstery:
leather)

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Tel. with area code and ext.

Fax with area code and ext.

■ Stand structures & fittings

All measurements in cm (width x depth x height)
All rental prices for duration of fair plus statutory VAT

Quantity	Item no.	Description	EUR
	101	Wall element, 100 x 250 ¹⁾	36.00
	101	Wall element, 50 x 250 ¹⁾	36.00
	120	Plexiglas wall, 100 x 250 ¹⁾	99.00
	121	Grid wall ¹⁾	50.00
	122	Wall element with perforated plate, 100 x 250 ¹⁾	58.00
	140	Shelf, 100 x 30 ¹⁾	19.50
	141	Inclined shelf, 100 x 30 ¹⁾	25.00
	143	Collection rail, 100 ¹⁾	20.00
	144	Coat rail fitting for cabin ¹⁾	15.00
	150F	Fascia, colored: surcharge per meter	10.00
	203_H80	Table attachment, 100 x 50 x 80 ¹⁾	35.00
	203_H100	Table attachment, 100 x 50 x 100 ¹⁾	35.00
	204	Cabinet element (system), 100 x 50 x 80 ¹⁾	82.00
	211B	Display platform, approx. 100 x 100 x 50	52.00
	211D	Display platform, approx. 50 x 50 x 50	42.00
	212	Video counter, approx. 70 x 50 x 120, with compartment for player	85.00
	213	Stepped platform, 100 x 100, heights approx. 50, 75, 100	145.00
	301	Fitted showcase, 50 x 50 x 250, fully glazed, 3 glass shelves, lighting ¹⁾	248.00
	302	Fitted showcase, 100 x 50 x 250, fully glazed, 3 glass shelves, lighting ¹⁾	298.00
	303	Fitted showcase, 100 x 50 x 250, glass height 100 cm, 1 glass shelf, lighting ¹⁾	238.00
	304	Fitted showcase, 50 x 50 x 250, glass height 100 cm, 1 glass shelf, lighting ¹⁾	198.00
	305	Wall showcase, 100 x 30 x 100, 1 glass shelf, lighting ¹⁾	135.00
	400	Socket outlet, 230 V	18.00

	400_3	Three-way socket outlet	25.00
	401	Spotlight, approx. 100 W	19.50
	402_80	Long-arm spotlight, approx. 80 W	32.00

■ Furniture

All measurements in cm (width x depth x height)
All rental prices for duration of fair plus statutory VAT

Quantity	Item no.	Description	EUR
	200	Sideboard, approx. 100 x 50 x 80	65.00
	201	Information counter, open, approx. 100 x 50 x 100	69.00
	201A	Information counter, closed, approx. 100 x 50 x 100	82.00
	202	Bar counter, approx. 100 x 50 x 120, with top unit, modular construction	139.00
	215	Computer table, PC02, 70 x 80 x 120	95.00
	216	Computer table, PC03, 70 x 30 x 120	173.00
	300	Table showcase, approx. 100 x 50 x 100, with base unit	120.00
	500	Upholstered chair	19.00
	502	Bar stool, Z-line	23.00
	510	Waste basket	7.00
	520	Table, approx. 70 x 70	25.00
	521	Table, approx. 120 x 70	29.00
	522	Table, round, ø 80, white	36.00
	524	High table, top approx. 60, white, 110 high	54.00
	544	All-purpose shelves, 75 x 30, 5 shelves (plastic)	32.00
	546	Brochure stand, 56 x 65 x 130, 3 trays	43.00

■ Please note

¹⁾ Item may not be compatible with stand type Atrium.

Multimedia

All rental prices for duration of fair plus statutory VAT

Quantity	Description	EUR for 1–4 show days	EUR for 5–7 show days
	DVD Player (DVD, audio CD, video CD)	20.00	28.00
	Blu-ray player	40.00	56.00
	Media player—SD card and USB reader Supported video formats: AVI/RM /RMVB/MKV/MOV/MP4/WEBM /DAT/VCD format/VOB/DVD for- mat/MPG/TS/TP/3GP/etc. Supported audio formats: WMA/WMV/ APE/OGG/FLAC/AAC/etc.	37.00	47.00
	Notebook, incl. MS Office/German	220.00	272.00
	24" TFT monitor, data and video monitor 16:9, with tabletop stand	180.00	210.00
	32" Monitor with tabletop stand, 1920 x 1080 pixels, integrated speakers, incl. USB port or media player	280.00	328.00
	32" Monitor with wall bracket, 1920 x 1080 pixels, integrated speakers, incl. USB port or media player	280.00	328.00
	32" Monitor with floor stand, 1920 x 1080 pixels, integrated speakers, incl. USB port or media player	390.00	482.00
	47" Monitor with wall bracket, 1920 x 1080 pixels, integrated speakers, incl. USB port or media player	435.00	515.00
	47" Monitor with floor stand, 1920 x 1080 pixels, integrated speakers, incl. USB port or media player	435.00	515.00
	55" Monitor with wall bracket, 1920 x 1080 pixels, integrated speakers, incl. USB port or media player	540.00	660.00
	55" Monitor with floor stand, 1920 x 1080 pixels, integrated speakers, incl. USB port or media player	650.00	814.00
	65" Monitor with wall bracket, 1920 x 1080 pixels, integrated speakers, incl. USB port or media player	860.00	1,200.00
	65" Monitor with floor stand, 1920 x 1080 pixels, integrated speakers, incl. USB port or media player	970.00	1,354.00
	Active sound system for stands up to 40 m ² , connection of music source pos- sible (incl. wireless handheld microphone)	260.00	351.00
	Apple iMac 27", all-in-one PC, 27" display	310.00	390.00

	Apple iPad with tabletop stand, 9.7" display, 16 GB, WiFi, power supply unit, tabletop stand with high-quality, wire cable lock for theft protection	180.00	215.00
	Apple iPad with floor stand, 9.7" display, 16 GB, WiFi, power supply unit, floor stand with high-quality wire cable lock for theft protection	210.00	250.00
	32" Interactive touch kiosk with floor stand, 1920 x 1080 pixels, landscape, PC system (Windows w/o MS Office), height: 1247 mm, multitouch screen 12 points, angle approx. 30°.	Price on request	

Electrical equipment

All measurements in cm (width x depth x height)
All rental prices for duration of fair plus statutory VAT

Quantity	Item no.	Description	EUR
	600	Refrigerator 140 l, approx. 55 x 60 x 85 (order addit. 1 kW power supply)	63.00
	601	Sink with water heater, approx. 100 x 60 x 90 (order addit. 2 kW power supply)	110.00
	602	Kitchenette, approx. 100 x 60 x 90 (order addit. 5 kW power supply) (2 hotplates, refrigerator, sink, water heater)	195.00
	603	Coffee machine, 10 cups (order addit. 1 kW)	42.00

More details:

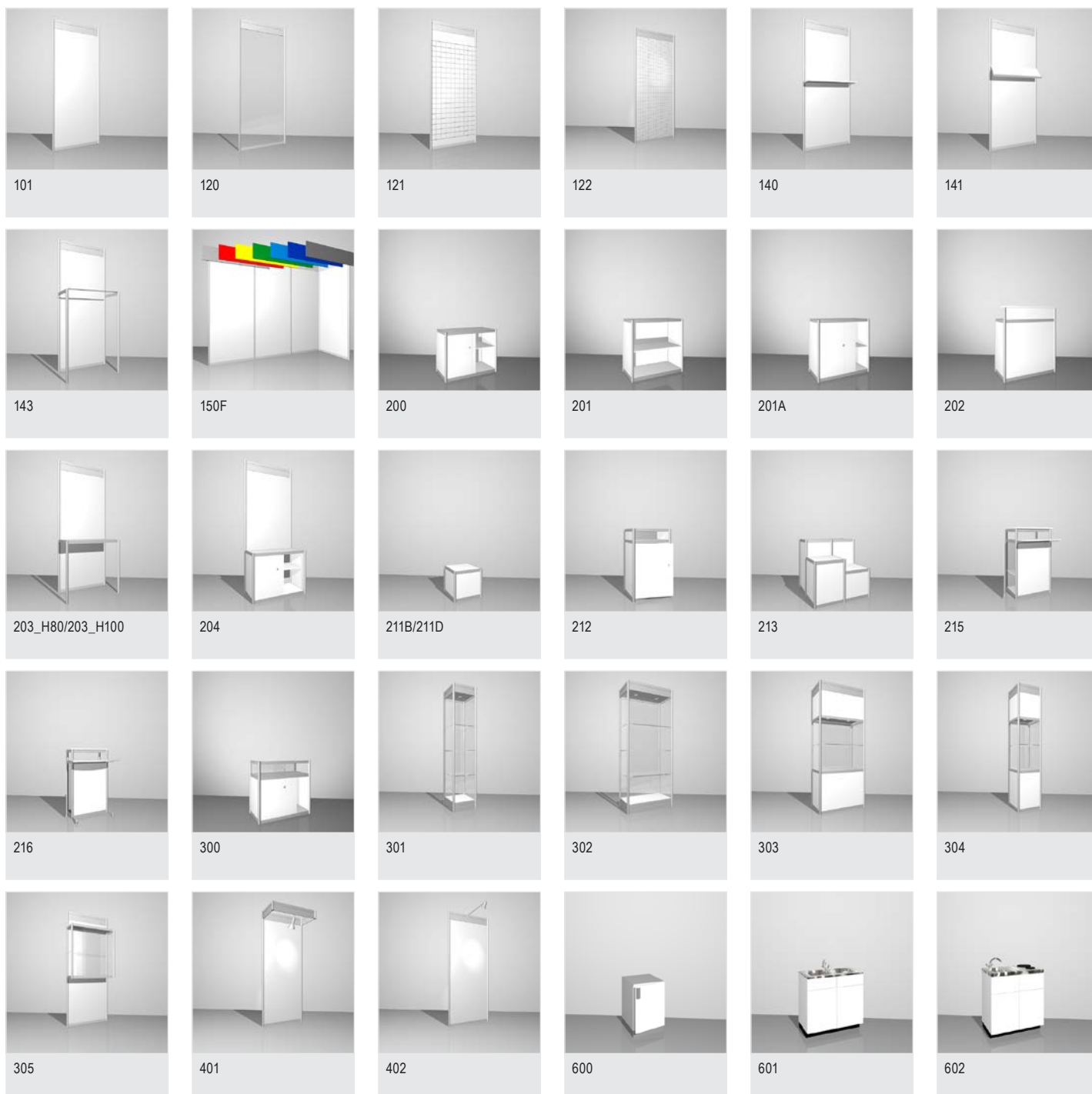
A wide selection of furniture, plants, technology and accessory options can be found at www.meplan.com

For orders received three days and less prior to the start of the event, a surcharge of 30% will be raised on the rental prices.

Our General Terms and Conditions of Business (see form 2.9) apply.

The agreed contract is concluded between the customer and Messe München GmbH, Messegelände, 81823 München, Germany. MEPLAN GmbH, acting as representative of Messe München GmbH, is the contact for the customer in respect of all matters relevant to the given contractual relationship. **Your order is only valid if you have received a confirmation of order or invoice from MEPLAN.**

■ Illustrations



Return to:

MEPLAN GmbH
Olof-Palme-Straße 1 | 81829 München | Germany
Tel. +49 89 949-24980 | Fax +49 89 949-24989
service@meplan.de | www.meplan.com

Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

We hereby order—in the name and on behalf of the above-mentioned exhibitor—for our stand in line with its given size stand perimeter walls (Octanorm partition walls, white) at a price of EUR 36.00 per linear meter (plm) plus statutory VAT.

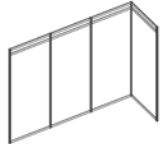


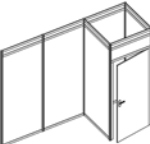
Desired date of completion:

Please note

The wallpapering of Octanorm partition walls is NOT possible!

Partition installation may take place on portions of the stand floor area. This order can only be processed if submitted with a plan or sketch (see page 3).

Partition walls / Beam profiles / Fascia panels / Doors

Description	Partition wall (cabin walls and supporting walls)	Beam profile (aluminum)	Fascia panel with beam profile	Door
				
Selection of components (please state the quantity required)	<input type="checkbox"/> _____ plm at EUR 36.00	<input type="checkbox"/> _____ plm at EUR 16.00	<input type="checkbox"/> _____ plm at EUR 31.00	<input type="checkbox"/> _____ unit at EUR 69.00

Explanatory notes on the installation of partition walls

Partitions

Partitions are available in widths of 0.50 m and 1.00 m and a height of 2.50 m. Support walls are recommended for partitions of 4.00 linear meters (lm) and above. For partitions of 5.00 lm and more, support walls are a mandatory requirement. The wall structure consists of an Octanorm aluminum beam frame of 2.50 m in height. The wall thickness is 40 mm, the inserted plastic wall panel is 3 mm in thickness. The materials used are flame retardant to DIN 4102/B1.

Beam profiles

The beam profiles with a height of 17.5 cm are available in widths of 0.50, 1.00 and 1.40 m. A support pillar (uprights) is required for beam profiles of more than 5 m in length. The aluminum beams are flame retardant to DIN 4102/B1.

Fascia panels

Fascia panels are available in lengths of 1.00 to 4.00 m in 0.5 m increments. A support pillar and beam profile running to the rear wall are required for any fascia panels above 4 m in length. Fascia panels are fixed to the beam profiles at a height of 2.50 m (top edge) and are 30 cm in height. Door clearance is 2.20 m.

Doors

Door elements are fitted with keyed alike locks.

Place / date

Company stamp and legally binding signature of exhibitor

■ Sample cost calculation for a system partition installation

Description	EUR
Wall elements	13 x 36.00 = 468.00
Door	1 x 69.00 = 69.00
Beam profiles 17.5 cm high, 3 linear meters	3 x 16.00 = 48.00
Fascia panels (wood) with beam profile 30 cm high, 6 linear meters	6 x 31.00 = 186.00
Total	771.00

All prices plus statutory VAT.

■ Description

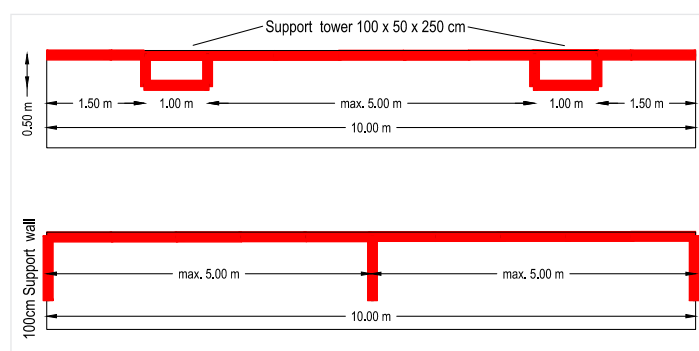
Design: aluminum frame
Dimensions: height: 2.50 m; width: 0.50 m and 1.00 m
Wall thickness: 40 mm
Paneling: white plastic panels, 3 mm thick (flame retardant to DIN 4102/B1)
Fascia paneling: white chipboard, plastic-coated, 30 cm high

■ Support walls / stability

In accordance with the Technical Guidelines of the MOC Veranstaltungszentrum (item 5.1), the following support walls are required:

End stands:

- Partition support is possible via individual wall elements each measuring 100 cm or via towers.
- Support merely via wall elements measuring 50 cm is not sufficient.

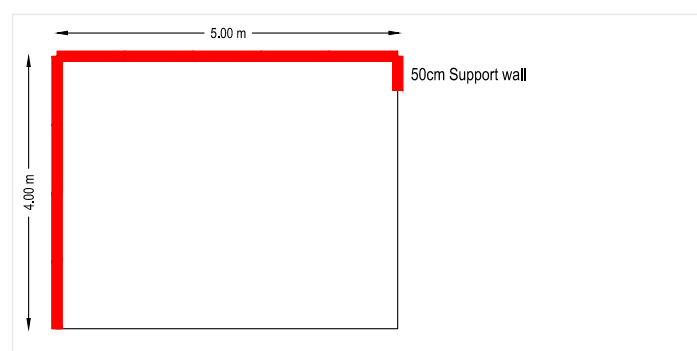


■ Order information

Please note: this order can only be processed if submitted with a plan or sketch (see page 3). Any contract concluded is between the customer and Messe München GmbH, Messegelände, 81823 München. MEPLAN GmbH, acting as representative of Messe München GmbH, is the contact for the customer in all matters relevant to the contractual relationship concerned. **Your order is only valid if you have received a confirmation of order or an invoice from MEPLAN.**

Corner stands / row stands:

- A support wall for each 5 linear meter partition is a mandatory requirement.
- The partition structure already becomes unstable from a length of 4 linear meters.
- As an alternative, partitions can be stabilized via circumferential fascia panels.



■ Terms of Business for system partition installation

Our General Terms of Business shall apply (see form 2.9)

Insofar as MEPLAN GmbH is mentioned in the following, MEPLAN GmbH acts as the representative of Messe München GmbH. This form can be used to order partition walls, doors and fascia panels against payment on a rental basis. The partitions consist of an aluminum frame set in with white plastic paneling.

Please order partitions in good time before the official set-up to ensure that they are erected on time. Please note that orders reaching us after the beginning of the official set-up are subject to the following surcharges:

1. Orders received within 24 hours prior to start of assembly period are subject to a surcharge of EUR 30.00 per order
2. Orders received within 4 hours prior to start of assembly period are subject to a surcharge of EUR 75.00 per order

On the last day of the assembly period, all late orders are subject to a surcharge of EUR 75.00.

MEPLAN GmbH, acting as the representative of Messe München GmbH, is entitled to appoint a MEPLAN GmbH subcontractor to carry out the partition wall installation

work. The Octanorm walls are to be utilized as visual boundaries and may neither be used by the exhibitor for displaying promotional items nor for supporting other stand structures.

No items may be nailed or glued to the system walls, nor may paint be applied to them. In the event of damage, the exhibitor will be invoiced with the cost of restoring the walls to their original state.

Complaints relating to any defects or damage attributable to the installation or decoration of the system walls must be notified in writing to MEPLAN GmbH immediately after the exhibitor occupies the stand, but on the last day of setting up at the latest, so that the defect can be rectified. Complaints made any later will not be considered and cannot result in claims against MEPLAN GmbH.

To prevent accidents, the Octanorm partitions ordered from MEPLAN GmbH may not be altered or removed by the exhibitor or his agents without the express written permission of MEPLAN GmbH.

The General Terms of Contract for Exhibitor Services of Messe München GmbH apply in addition.

Return to:

MEPLAN GmbH
Olof-Palme-Straße 1 | 81829 München | Germany
Tel. +49 89 949-24980 | Fax +49 89 949-24989
www.meplan.com

Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

Sketch of stand.

Please indicate the position of your stand by showing adjacent stands, aisles or hall entrances!

This image shows a full page of blank graph paper. The grid consists of small, equal-sized squares formed by thin black lines. There are no margins, text, or other markings on the page.

Scale 1 : 100 (1 m = 1 cm)
 1 : 50 (1 m = 2 cm)

■ General Terms and Conditions of Business and Rental of MEPLAN GmbH

Insofar as MEPLAN GmbH is mentioned in the following, MEPLAN GmbH acts as the representative of Messe München GmbH.

1. General remarks

- 1.1 All legal transactions in respect of the planning and/or erecting and/or rental provision of exhibition stands (rental item) are subject only to our terms of business as set out below. This also applies to all future legal transactions. Any provisions of the customer deviating from our terms of rental are not valid; this also applies even if the provisions concerned are not repudiated explicitly. Our terms of rental apply for both prefabricated stands (stand systems) as well as for stands commissioned on an individual basis (customized stands).
- 1.2 Quotations we submit to the customer merely serve as a basis of agreement for a contractual relationship, unless they are declared in writing to be binding. The contract is concluded by our sending the customer a confirmation of order or an invoice in reply to the latter's offer.
- 1.3 All agreements, orders, amendments and cancellations must be made in writing. In the event that the customer has not received a confirmation of order up to ten working days prior to the commencement of the event, we must be urgently notified in writing to this effect. A setup plan and list of the items/services ordered are attached to the confirmation of order.
- 1.4 The exhibition stands supplied and/or constructed (system or customized stands) are as a general rule provided on a rental basis only. All parts supplied are therefore merely rented without exception unless the elements concerned are explicitly declared to be parts for sale in the quote and/or confirmation of order.
- 1.5 If assembly and installation services are to be rendered by us, the services concerned are additionally subject to separate agreements.

2. Prices

- 2.1 The prices for all legal transactions apply plus statutory VAT in the absence of any agreement to the contrary. All the prices concerned are for the rental provision of the relevant items for the duration of the trade fair/exhibition in the absence of any agreement to the contrary.
- 2.2 The prices do not include costs for connections provided on site, costs for approval procedures (e.g. structural calculations) or fees of any kind raised by exhibition companies, forwarding companies, customs authorities, etc.
- 2.3 All additional charges due for the rental item which might result from an increase in value-added tax, transportation tax, customs duties, export duties or overseas freight costs, or due to similar regulatory measures or orders imposed by the relevant authorities after contract conclusion, are payable by the customer.
- 2.4 We are entitled to additionally invoice the customer with such increases in our purchasing prices compared with those applying at the time of contract conclusion – to the same extent as they affect us – as are attributable to changes set out under Item 2.3 and as occur by way of such changes.
- 2.5 Each contracting party can demand price adjustments four months after the time of contract conclusion if the prices for the materials required or wage and/or ancillary wage costs based on statutory or collectively agreed adjustments have changed in total by more than five percent. The contracting party demanding the adjustment is to provide evidence supporting such demand. The contracting party (customer) has no right of appeal against the price adjustment once the corresponding evidence has been submitted.
- 2.6 In the case of system stands, each change of plan after the third such change will be charged extra at actual cost. Once the stand setup period has commenced, any changes to the stand layout for both system and customized stands will only be carried out subject to feasibility of the changes and against payment of the additional costs incurred.
- 2.7 In the event that the customer requests changes and/or additions at short notice and/or defaults on other obligations, we reserve the right to raise a surcharge, in such cases, the amount of which is generally set by way of an individual agreement.

3. Delivery period and default on delivery

- 3.1 Compliance with delivery and service provision obligations on our part depends on the punctual, proper and orderly compliance with obligations on the part of the customer. These include the punctual receipt of documents to be provided by the customer, the punctual clarification and approval of plans, no

on-site hindrances (such as those caused by other stand-builders, delays on the part of forwarding agents or the late delivery of exhibits), compliance with the agreed terms of payment and other obligations on the part of the customer. In the event that the given requirements are not met on time or incompletely, then the delivery period will be appropriately extended.

- 3.2 Should the supply of our products/services be delayed and/or rendered impossible by such circumstance as is not our responsibility, we are exempted from supplying the product/service for the duration of the given hindrance and the resultant delay without any further claims, notably claims for damages, arising against us in this respect. No compensation claims may be asserted against us insofar as the cause of the delay or the impossibility of service provision is not attributable to willful or grossly negligent behavior. Each contracting party is entitled to cancel the contract should the delay or impossibility of service provision be set to last more than four weeks, whereby costs incurred hitherto are to be paid and merely those expenses saved are to be reimbursed.
- 3.3 We are not responsible for such delays in service provision as are attributable to statutory import restrictions such as those in respect of foreign exchange transactions, etc.

4. Terms of payment, retention of title

- 4.1 Payment is due without deduction immediately upon receipt of the invoice – at the latest before the exhibition stand is handed over – unless agreed otherwise in writing.
- 4.2 The customer is only entitled to set off other claims against the claim concerned if the former's counterclaims are legally valid, undisputed or recognized by us. Moreover, he is only authorized to exercise the given withholding entitlement to the extent that the counterclaim concerned arises from the same contractual relationship. The assertion of any withholding entitlement above and beyond this – with particular regard to the commercial withholding entitlement as set out under § 369 of the German Commercial Code (HGB), is excluded.
- 4.3 We accept bills of exchange as payment only after our prior written approval and for the purpose of fulfilling obligations. All costs incurred in connection with this are payable by the customer. The claim to payment continues to exist until such time as the bill of exchange has been redeemed. The right to assert further claims arising from the delayed submission of the bill of exchange after the due date remains reserved.
- 4.4 In the case of events occurring which impinge on the customer's creditworthiness, we are entitled to demand immediate payment of all such receivables as are still open and already due and, to the extent that such payment is not received despite the customer having been set a reasonable payment deadline, to cancel the contract and recover the items supplied by us. The right to assert further claims, notably for damages, remains reserved.
- 4.5 In the absence of any agreement to the contrary, the customer acquires no ownership of the exhibition stand and/or parts thereof by way of the rental provision of same.
In the event that more than a mere time-limited rental provision was agreed, we reserve the right to retain ownership of the items supplied through to the full payment of all receivables arising from the underlying contract (cf. clause 1.4).

5. Cancellation of contract

Dissolution of contract (cancellation) is subject to valid statutory provisions and only possible on the terms described below insofar as such dissolution has not already been provided for or ruled out by other (event-specific) agreements. Any customers cancelling their orders up until five weeks prior to the start of the setup period without having any right of cancellation are to pay flat-rate compensation in lieu of costs amounting to EUR 250 plus statutory VAT. Cancellations made up until two weeks prior to the start of the setup period are subject to payment of 70% of the value of the order and thereafter 100%. Only cancellations made in writing are deemed to comply with the relevant deadline, whereby it is up to the customer to prove the punctual receipt of the cancellation in written form. We do however set off the value of the expense saved and of any benefit derived from the alternative usage of the services. The customer may demand a reduction in the flat-rate compensation amount due if the former can prove that we have incurred less expense.

Should the customer fail to make the payments due on the basis of this contract, we are entitled, having extended the deadline by a further 5 days and still without receipt of payment, to cancel the contract. We are moreover entitled to cancel the contract if the customer violates a duty deriving from this contract to give due consideration to our rights, legal assets and interests such that we cannot be reasonably expected to further adhere to the contract. In all the above cases, in which the customer has caused the reasons for the declared cancellation, the right to assert further claims, notably claims for damages, remains reserved.

6. Security precautions / obligations on the part of the customer

- 6.1 Cabins and lockable items of furniture are not secured against breaking and entry. The locking mechanisms are only intended to provide privacy. We strongly recommend to order stand security services. Moreover, the customer is urgently advised to insure all rented items as well as exhibits and the like in an appropriate manner (value of approx. EUR 500 per m² stand structure). We are not liable for any items left on the stand.
- 6.2 Should the customer supply materials or documents for the purpose of producing the object of contract, the customer is responsible for guaranteeing that the items produced and supplied in accordance with his or her documents do not violate any third-party property protection rights. We are not obliged to verify whether the data and documents provided by the customer for production and supply purposes violate third-party property protection rights. The customer undertakes to exempt us from all compensation claims or other claims asserted by third parties in this connection as soon as he is asked to do so and to pay all damages arising from the violation of property protection rights.
- 6.3 The customer is obliged among other things to order his own stand perimeter walls at his own expense. The usage of the rear walls of neighboring stands as perimeter walls for the customer's own stand is not allowed. The technical guidelines of both the event venue and event organizer require mandatory compliance.

7. Storage

As a general rule, no items belonging to the customer are stored on his or her behalf. Should storage services be required and rendered exceptionally, this is only done if an appropriate storage note is issued. We are liable for the items as well as for any deterioration and/or destruction and/or any loss of items only in cases of willful and grossly negligent behavior on our part as well as in the event of our violation of material contractual obligations.

8. Provisions specific to rental contracts

- 8.1 The rental items are supplied exclusively for the purpose and period agreed. The rental contract cannot be cancelled ordinarily. The items may only be sublet with our explicit approval.
- 8.2 The state and completeness of the rental items are to be checked by the customer upon their receipt. The provisions set out under § 377 German Commercial Code (HGB) apply where appropriate. A report on the transfer of the items concerned (acceptance report) is to be drawn up. The transfer occurs at an agreed point in time, no later than 18:00 on the day prior to the opening of the trade fair / exhibition, however. The customer is obliged to accept the items insofar as the contractually due service was rendered by MEPLAN or a third party attributable to MEPLAN and the customer was notified of this. Failure by the customer to accept overall service provision, even though he is obliged to do so, was notified of its completion and asked to accept it, equates to acceptance thereof. A right of the customer to exchange (additionally ordered) furnishings and/or (additionally ordered) equipment for other items lapses if the service concerned has already been provided to us and/or rendered by us as agreed; the customer's payment obligations remain in effect even if he is no longer interested in the service and returns the items concerned before or during the fair. Any complaints and warranty claims are to be reported to us in writing together with the setting of an appropriate deadline for examining and, if applicable, rectifying them.
- 8.3 As the rental items concerned have generally already been used, normal traces of usage as well as wear and tear do not justify claims in respect of rectification, replacement or return. This also applies to such deviations in colour and surface finish as are typical of the materials concerned.
- 8.4 The risk of accidental loss or damage is transferred to the hirer when the rental items are handed over to him. Any loss and/or or damage to the rental items

must be notified to us without delay so that joint measures in respect of damage limitation / rectification can be coordinated. The risk borne by the customer is transferred back to us once the items are returned.

- 8.5 The customer is liable for any loss of or damage to the rental items caused culpably by himself, his employees or contractors or by his exhibits, furnishings or fittings. The customer undertakes to reimburse any costs incurred for the production / repair of the rental items up to a maximum amount equating to the value of the items concerned at the time they were handed over to the customer. We advise the customer to insure the rental items against loss, damage and vandalism at his or her own expense. The insurance value of the rental items can be provided by us upon request. Any damaged stand system walls will be charged to the customer at a price of EUR 30 plus value-added tax each.
- 8.6 The rental relationship is automatically terminated at the end of the given event (trade fair), at which time dismantling work commences with immediate effect, in the absence of any agreement to the contrary. Any items left behind on the rental stand will be disposed of at the expense of the customer and without any claim to reimbursement.
- 8.7 The customer is responsible for the care and supervision of all rental items in his or her custody from the time of acceptance of same up until two hours after the trade fair has ended. In the event that the customer violates his care and supervision obligations, he must compensate us for the damage thus incurred.
- 8.8 No pro-rata repayment of rental costs is made for such items supplied as basic, standard equipment as are not needed by the customer in specific cases. Nor can the items concerned be swapped or set off against other services by way of payment.

9. Limitation of liability

We are liable in accordance with statutory regulations for damage in respect of injury to life, body or health. As far as other damage is concerned, we are liable only in cases of willful or grossly negligent behaviour on our part subject to the provisions set out under Sentence 3. As far as other damage attributable to negligent behaviour constituting a violation of key contractual terms is concerned, we are also liable in such cases, limited however to foreseeable damage. The above provisions in respect of liability limitation apply to both statutory and contractual claims, with specific regard to compensation claims arising from warranty terms. Any liability in accordance with provisions set out in the Product Liability Act remain unaffected by the above terms.

10. Copyright and other property protection rights

- 10.1 Any draft documents, plans, drawings, production and assembly documents as well as the design and concept description all remain our intellectual property. The customer is not entitled without our prior written consent to copy the documents generated as a result, use them for his or her own purposes or pass them on to third parties. Nor is he entitled to build replicas based thereon, unless agreed otherwise in writing.
- 10.2 Should the customer violate the obligations set out under Item 10.1, he is to pay a contractual fine amounting to 50% of the rental price agreed between the contracting parties for the rental items concerned, but at least EUR 5,000. The contractual fine can then be set off against any compensation claim that may be asserted. Further claims particularly in respect of the customer refraining from such actions remain unaffected by this.
- 10.3 Even after payment of the agreed charge, the copyright to the documents mentioned under Item 10.1 and the items we produce remains with us.
- 10.4 We are entitled to display our company name in an appropriate size on the items produced by us and/or on the basis of the customer's plans, particularly with regard to exhibition stands. We are moreover entitled to produce and publish photographic material of the services rendered and of the exhibition stands provided pursuant to Item 1.2 and/or use it for promotional purposes at no cost and without requiring the customer's specific consent to do so.
- 10.5 The customer grants MEPLAN GmbH the exclusive unlimited right of usage and processing without time, content and space restrictions for all known and unknown usage and media types in connection with the services rendered and the exhibition stands provided pursuant to Item 1.2, thus concerning the object of contract, as well as the right to use the images produced, irrespective of the number and form thereof, to be used for promotional and/or non-promotional purposes.

11. Data processing

We collect, use and process the personal data of customers for establishing, executing and processing the contractual relationship with MEPLAN GmbH and for market research purposes. To enable us to meet our contractual obligations, we forward your data in some cases to our parent company and/or if applicable to the subsidiaries of MEPLAN GmbH and partner companies, which process the personal data on our behalf. Insofar as you have given us your consent, we forward your data to our affiliated companies and any official partner companies also for the purpose of enabling us to offer you additional services of our own or similar services. Your data is used in accordance with the relevant statutory regulations and exclusively for the purposes defined. Declarations of consent given to us may be revoked vis-à-vis MEPLAN GmbH at any time.

12. Consumer dispute resolution

MEPLAN is neither obliged nor willing to take part in dispute resolution proceedings before a consumer arbitration court pursuant to section 36 (1) of the German Consumer Dispute Resolution Act (VSBG). The option of dispute resolution before a consumer arbitration court in the case of a concrete dispute remains unaffected by this, subject to the consent of both contracting parties (section 37 VSBG).

13. Other provisions

- 13.1 The place of performance for payment by the customer is Munich.
- 13.2 Insofar as the customer is a trader, a legal entity 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 for all disputes arising from this contract or in connection with this contract. We are also entitled at our discretion to assert our claims vis-à-vis the customer with such court as is competent for the place in which the customer has his registered office or branch office.
- 13.3 For all legal relations between ourselves and the customer, the law of the Federal Republic of Germany applies under the exclusion of the Vienna Convention on International Sale of Goods 1980 (CISG), even in cases where the customer's principal place of business or domicile is located abroad.
- 13.4 Should one provision of these terms be or become invalid, the validity of the contract as a whole and of other provisions of these terms shall remain in effect.
- 13.5 The General Terms of Contract of Messe München GmbH apply additionally.



Messe München

Main Electrical Connection

3.1

Page 1 / 3

MOC
Veranstaltungszentrum
München

Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

All electrical connections comprise the following standard features:

- Electrical compliance inspection carried out by an independent expert
- Refrigerator socket (continuous power supply)
- First point of earthing of stand
- Residual current protective device (30 mA)

- The price includes the cost of the power consumed over the entire period of the trade fair for connections up to and incl. 3 x 25 A
- as from 3 x 32 A, three Schuko safety sockets are included; the actual consumption is logged via a meter and charged at EUR 0.30/kWh.

Please mark	Item no.	Main electrical connection	EUR/unit
	20500	AC connection, fusing with 1 x 16 ampere incl. 1 x Schuko safety socket (230 V, 50 Hz, max. 3 kW)	133.00
	20507	3-phase connection, fusing with 3 x 16 ampere incl. 3 Schuko safety sockets (230/400 V, 50 Hz, max. 9 kW)	374.00
	20509	3-phase connection, fusing with 3 x 16 ampere incl. CEE adapter (3 P, N, PE) 16 A (230/400 V, 50 Hz, max. 9 kW)	374.00
	20513	3-phase connection, fusing with 3 x 25 ampere incl. 3 Schuko safety sockets (230/400 V, 50 Hz, max. 15 kW)	476.00
	20516	3-phase connection, fusing with 3 x 25 ampere incl. CEE adapter (3 P, N, PE) 32 A (230/400 V, 50 Hz, max. 15 kW)	476.00
	20584	3-phase connection, fusing with 3 x 32 ampere incl. CEE adapter (3 P, N, PE) 32 A (230/400 V, 50 Hz, max. 20 kW)	595.00
	20596	3-phase connection, fusing with 3 x 63 ampere incl. CEE adapter (3 P, N, PE) 63 A (230/400 V, 50 Hz, max. 40 kW)	844.00

Please mark	Item no.	Main electrical connection	EUR/unit
	20632	3-phase connection, fusing with 3 x 32 ampere (230/400 V, 50 Hz, max. 20 kW)	546.00
	20633	3-phase connection, fusing with 3 x 50 ampere (230/400 V, 50 Hz, max. 32,5 kW)	665.00
	20634	3-phase connection, fusing with 3 x 63 ampere (230/400 V, 50 Hz, max. 40 kW)	785.00
	20635	3-phase connection, fusing with 3 x 80 ampere (230/400 V, 50 Hz, max. 50 kW)	902.00
	20636	3-phase connection, fusing with 3 x 100 ampere (230/400 V, 50 Hz, max. 65 kW)	1,081.00
	20637	3-phase connection, fusing with 3 x 125 ampere (230/400 V, 50 Hz, max. 80 kW)	1,316.00
	20638	3-phase connection, fusing with 3 x 160 ampere (230/400 V, 50 Hz, max. 120 kW)	1,803.00

Any extras required (Schuko safety circuits, CEE circuits, connecting and disconnecting, etc.) must be ordered separately via form 3.2. If you require connections with higher ratings, kindly contact the Department Events MOC.

Important to note: order cannot be processed without a stand layout plan!

Please note:

A surcharge of 20% will be raised for any orders/plans submitted later than ten calendar days before the start of the event.

The exhibitor is obliged to deactivate the entire electrical system on a daily basis after the fair closes using the master switch incorporated into the main connection.

All liability for damage resulting from non-compliance with this provision is to be borne by the exhibitor or stand holder, as well as any additional costs.

By way of my signature, I herewith recognize the terms and conditions of connection and supply.

Place / date

Company stamp and legally binding signature of exhibitor

■ Main electrical connection for outdoor exhibition area

Please mark	Item no.	Main electrical connection	EUR/unit
	20643	Connecting pillar for outdoor exhibition area, 3 kW	199.00
	20644	Connecting pillar for outdoor exhibition area, 9 kW	505.00
	20645	Connecting pillar for outdoor exhibition area, 20 kW (plus consumption)	658.00

The connecting pillar is the point of transfer. Any extension cables required will be charged for on the basis of the actual costs incurred.

Hall / stand no.

Exhibitor

Place / date

Exhibitor	Hall / Stand no.
VAT no.	Contact
Street / P.O. Box	E-mail
Country / Town / Postcode	Tel. with area code and ext. Fax with area code and ext.

The following items are necessary for you to be able to accept the supply of any items you may have ordered via 3.1. These items do not equate to any enhancement in output.

Quantity	Item no.	Main electrical connection	EUR/unit
	20518	AC circuit with Schuko safety socket (16 A)	35.70
	20519	Three-phase circuit with CEE coupling (3P + N + PE) 16 A	38.80
	20520	Three-phase circuit with CEE coupling (3P + N + PE) 32 A	49.00
	20521	Three-phase circuit with CEE coupling (3P + N + PE) 63 A	59.20
	20522	Three-phase circuit with CEE coupling (3P + N + PE) 125 A	199.00
	20523	Connection and disconnection of exhibitor's own control cabinet with 32–63 A, (16–45 kW) incl. wiring	69.50
	20524	Connection and disconnection of exhibitor's own control cabinet with 80–100 A, (46–60 kW) incl. wiring	94.50
	20525	Connection and disconnection of exhibitor's own control cabinet with 125 A, (80 kW) incl. wiring	120.00

Place / date

Company stamp and legally binding signature of exhibitor

Exhibitor	Hall / Stand no.	
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

We herewith order as additional electrical installations subject to the Terms of Connection and Supply for Electricity on page 3:

■ For rent with mounting

Quantity	Item no.	Item	EUR/unit
	20534	Wiring 3 x 1.5 mm ² , fastened with cable clips (other wire dimensions on request)	4.75
	20538	Wiring 5 x 4 mm ² , laid freely (other wire dimensions on request)	6.84
	20544	Spot with bulb 100 W and extension arm	21.60
	20549	Halogen spot 150 W with extension arm	34.55
	20550	Halogen spot up to 1500 W	52.55
	20554	Schuko tabletop safety socket, 3-way with 1.5 m wiring	14.59
	20555	Schuko tabletop safety socket, 3-way with 5 m wiring	18.57
	20556	Schuko safety extension with 5 m wiring	12.09
	20557	Schuko safety extension with 10 m wiring	18.06
	20558	Schuko safety extension with 15 m wiring	22.15
	20559	Schuko safety extension with 20 m wiring	30.00

■ For rent without mounting

Quantity	Item no.	Item	EUR/unit
	20571	CEE extension up to 10 m for 16 A	57.20
	20572	CEE extension up to 10 m for 32 A	68.50

If installation work is required, this will be charged on the basis of the time required (see labor cost).

■ Items for sale

Quantity	Item no.	Item	EUR/unit
	20561	Schuko safety coupling without wiring	10.77
	20562	Schuko safety plug without wiring	10.56
	20563	CEE plug 5-pin 16 A without wiring	16.22
	20564	CEE plug 5-pin 32 A without wiring	23.80

■ Consumables incl. installation

Quantity	Item no.	Item	EUR / unit
	20577	Cable adhesive tape 100 mm	6.43
	20579	Safety duct for cable size up to max. 4 mm ²	10.77

■ Labor cost

Quantity	Item no.	Item	EUR / unit
	20580	Electrical fitter per hour	52.05

For repair work on the exhibitor's own installations that were not fitted by us, a surcharge of 50% on the standard hourly labor costs will be raised.

■ Miscellaneous

Quantity	Item no.	Item	EUR / unit
	20530	BC connection for halls 1–4, cable television connection via Kabel Deutschland (BC connections already available in the showrooms)	164.00
	20642	Digital satellite connection	310.00
		Internal stand installation Please contact me: Exhibitor _____ Stand _____	on request

Exhibitor

Hall / Stand no.

Place / date

Company stamp and legally binding signature of exhibitor

■ Terms of Connection and Supply for Electricity

1. Form 3.1 is to be used for ordering a main electrical connection. The order and plan of the stand must be submitted to the Department Events MOC no later than **four weeks prior to the commencement of the event**. No guarantee can be given for timely completion of installations applied for after this deadline. **The MOC Veranstaltungscenter München reserves the right to charge a price supplement of 20% on late orders.** Electrical installations are provided on a rental basis only, in the absence of any provision to the contrary. Your attention is drawn to the liability regulations set out under item 5 of the General Terms of Contract for Exhibitor Services.
2. An AC power supply with 230 V 50 Hz (cycles) is provided for small electrical appliances up to 3 kW. For power units and larger appliances, a three-phase power supply with 400 V 50 HZ (cycles) is provided.
3. **An electrical inspection and acceptance test carried out by a certified expert is obligatory for every exhibition stand and is performed by the organizer as a free service at no extra cost.** Electrical installations inside the exhibition stands will be inspected by an expert for compliance with the regulations currently effective at the MOC Veranstaltungscenter München. Any deficiencies found are to be immediately rectified.
4. Exhibitors intending to use their own meters must provide a copy of a test certificate no older than two years and submit it together with form 3.1 or 3.2. If the exhibitor's own distributor panel with a certified (calibrated) meter is used, the rental charge for the meter included in the price for the main connection will not be refunded.
5. Electrical installation work within the exhibition stand may be carried out downstream of the MOC/exhibitor transfer point (Schuko safety socket, exhibitor's own distributor panel, CEE adapter) by the exhibitor's own qualified electricians or authorized electrical contractors. The exhibitor is fully responsible for internal stand installation. The installation work is to be carried out in accordance with the DIN/VDE regulations—notably VDE 0100 and 0108—applicable at the time. The exhibitor assumes the full liability for such damage as may occur to halls and building parts of the MOC Veranstaltungscenter München as well as to exhibition stands and exhibits of co-exhibitors due to defective electrical installations. Faults - in the case of the company's own stand installation or installation carried out by a third-party company—will be rectified at the exhibitor's expense as per the materials used and time incurred (plus supplements for work at night, on Sundays/public holidays).
6. **In the case of serious violation of relevant regulations (including those set out under DIN VDE 0100), the power supply will be cut off. If the power is cut off, no refund will be granted for the cost of the installations that have already been set up. The cost for the main connection will be charged in all cases.**
7. **The measurement list supplied to the exhibitor or ordering party must be checked, countersigned and returned without delay. This list is used subsequently for invoicing purposes. Any complaints concerning the products or services provided must be addressed to the Department Events MOC prior to or on the first day of the exhibition at the latest, so that a proper inspection can be carried out. Complaints regarding the scope of products or services provided lodged subsequently will not be considered.**
8. The daily repair service is to be ordered by the organizer as required and only applies to products and services provided by the MOC Veranstaltungscenter München. A supplement of 50% will be charged on the standard hourly rate for repair work on equipment not installed by the MOC Veranstaltungscenter München.
9. Cancellations are only possible up to **ten calendar days** before the official stand set-up date. The services provided up until this point in time are to be remunerated. After this time, MOC Veranstaltungscenter München is entitled but not obliged to provide the services ordered. The additionally provided services are to be remunerated. Any amendment thus constitutes a cancellation of the original order and placement of an additional order.
10. Complaints must be made in writing to the Department Events MOC without delay, but by the first day of the exhibition at the latest so that any defects can be rectified immediately. Complaints lodged subsequently, particularly after the relevant invoice has been issued, can no longer be verified and will therefore not be considered. No claims against MOC Veranstaltungscenter München can be asserted in such cases.
11. The exhibitor is obliged to deactivate the entire electrical system on a daily basis after the fair closes via the master switch incorporated in the main connection distributor. The circuits for equipment requiring a continuous supply of electricity are exempted from this (separate sockets and circuits necessary—refrigerator socket). The exhibitor is fully liable for his electrical installation and the use made thereof within his exhibition area. For safety reasons the exhibitor's entire power supply will be switched off approx. one hour after the **commencement of the stand dismantling period.**

Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

Suspensions from hall ceilings

The MOC Technical Services Dept. reserves the right for static load reasons to reject orders requiring the suspension of items from hall ceilings.

You should therefore always request written approval and attach to it an appropriate drawing (top view) together with details of size and weight (total suspended weight). Standard rope lengths measuring 2.5 m are used for suspending purposes (max. ceiling height 4.00 m). Individual suspension points can withstand loads of max. 25 kg. Only technical staff deployed by the MOC Veranstaltungszentrum München are allowed to carry out ceiling suspension work.

Unit	Item no.	Service item	EUR/unit
	20532	First to fourth ceiling suspension unit (max. 4)	37.75
	20533	Fifth and subsequent ceiling suspension units	21.65



Wire rope holder

Please note: Precise details of the location and height of the required fixing points must be provided to enable your order to be processed.

It is essential that a to-scale stand layout plan (scale 1:100) is also enclosed as the order cannot be processed without a stand layout plan!

Total weight of construction to be suspended:

kg

Dimensions of ring eyelet

Internal diameter: 30 mm

External diameter: 54 mm

The suspension of stand elements is **prohibited**, as is the securing of stand elements or exhibits via suspension units!

For suspensions in the atriums, please contact the Department Events, MOC Veranstaltungszentrum München.

Please note: A surcharge of EUR 10.00 per fixing point (item 20641) will be raised for orders/ plans submitted later than ten calendar days before the start of the event.

Platform lifts



SkyJack SJIII 3220

We also hire out a platform lift as described below. The hall electrician will instruct you in its use. Contact the Department Events MOC for further information. The platform lift SJIII 3220 conforms with all the relevant standards and can be operated electrically from the working platform in order to change the height of the platform or its location.

sample illustration only

Unit	Hours	Item no.	Rental service (w/o operator*)	EUR/unit
		20581	Platform lift rental, per hour	34.55
		20640	Flat charge per day (max. 10 hours)	238.00

* If you wish to hire an operator, please contact our accredited service partner at the MOC Veranstaltungszentrum München, the firm Stefan Nelhiebel Elektroanlagen, at phone +49 89 32353-125 or info@nelhiebel.de.

☐ Set-up

We hereby order the platform

on

from

up to

☐ Dismantling

We hereby order the platform

on

from

up to

Place / date

Company stamp and legally binding signature of exhibitor

Hall / Stand no.

Exhibitor

The following details are a mandatory requirement for the processing of your order:

- Total weight of construction to be suspended: _____ kg
- sketch (see below)

The use of lifting gear must be coordinated with the accredited contractor of MOC Veranstaltungszentrum München responsible! Please specify the location of your stand by entering neighboring stands, aisles, hall entrances or by indicating a north-pointing arrow on the layout plan! Sketch must include to-scale dimensions.

Important to note: order cannot be processed without a layout plan!

[illegible]

Contact and invoicing:

TRUE LOGIK GmbH
Oberndorferstr. 22 | 85622 Feldkirchen | Germany
Tel. +49 89 9077998-0
moc@truelogik.com

Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

The prices for truss and lighting systems include the cost of rental, assembly and dismantling. They do not include suspension points for the trusses (see form 4.1) or alignment of lighting.

We hereby order—in the name and on behalf of the above-named exhibitor—subject to the Terms of Business detailed on page 2:

m	Description	EUR / m
	ATC (four-point square truss 18 x 18 cm)	31.90
	Eurotruss FD 33 (three-point triangle truss 29 x 29 cm)	31.90
	Eurotruss FD 34 (four-point square truss 29 x 29 cm)	37.50

Quantity	Description	EUR / each
	Source Four CDM-T 150 W discharge lamp 4200 K Daylight	44.83
	Source Four CDM-T 250 W discharge lamp 4200 K Daylight	51.23
	Asymmetric floodlight CDM-T 250 W discharge lamp 4200 K Daylight	68.00
	Source Four PARNel 750 W, halogen, dimmable, 3200 K Warm White	61.05
	ARRI Fresnel lens 1000 W, halogen, dimmable, 3200 K Warm White	59.85
	Asymmetric floodlight 1000 W halogen, dimmable, 3200 K Warm White	39.90
	Studio PAR Multi-color LED 73 W 14 x 3 W tri-color high-power LED	79.50

Orders placed for spotlights and reflector lamps include power supply cabling to the main electrical connection.

We are also able to supply you with any other event systems equipment you may require. We would be pleased to contact you by telephone for personal counselling or a custom quote.

your number

TRUE LOGIK GmbH

Tel. +49 89 9077998-0

Fax +49 89 9077998-20

moc@truelogik.com

www.truelogik.com



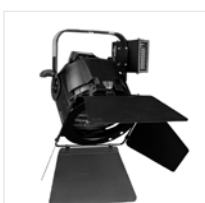
ATC
(square truss 18 x 18 cm)



FD 33 Eurotruss
(triangle 29 x 29 cm)



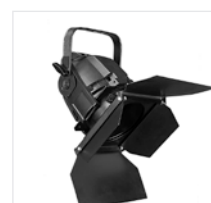
FD 34 Eurotruss
(square 29 x 29 cm)



Source Four EA PAR
CDM-T 150 W / 250 W



Asymmetric floodlight
CDM-T 250 W, gray / black



Source Four ParNel 750 W



ARRI Fresnel lens T1
1000 W



Place / date

Company stamp and legally binding signature of exhibitor

■ Terms of Business for the Supply and Installation of Truss and Lighting Systems

■ Safety

For safety reasons, the following types of suspensions are **not** permitted:

- Items suspended from stand elements
- Suspensions intended to support stand elements or exhibits (stand elements and exhibits must be independently secured)
- Items suspended from the ceiling with a rigid or frictional connection to the hall floor.

Please note:

Load-bearing end-to-end cable connections

- may not be implemented using cable clamps
- must conform with DIN 56 921-11

1. With regard to the attachment and securing of objects to be suspended, pertinent safety regulations and in particular the provisions of the German Statutory Accident Insurance DGUV Regulation 1 (Principles of Prevention), DGUV Regulation 17 (formerly BGV C1), DGUV Regulation 54 (formerly BGV D8), BGI 810-3 and, if applicable, VStättV (German safety code governing places of public assembly) must be observed.
2. Trusses with lighting systems are to be equipped by the system installer or via the service company responsible for suspension units with additional protective potential equalization (copper, min. 10 mm²) as per VDE 0100 part 711.

■ Technical details and important information

1. To the extent structurally feasible, Messe München GmbH will provide the exhibitor with a fixing point at the desired position above the stand floor area and within the stand perimeter.
Please note: Constructions to be suspended may be placed only within the stand area. Messe München GmbH will review documentation submitted for feasibility of the desired fixing points.
2. Hanging of items from the hall ceilings will be carried out exclusively through Messe München GmbH's accredited contractors.
3. Each suspension point on the hall ceiling structures may carry a maximum 25 kg and in the hall atriums 100 kg perpendicular load. The maximum area load is 5 kg/m² stand area.
Any rented equipment and materials must be returned directly to the contracted service company by the end of the stand dismantling period at the latest. Exhibitors will be invoiced for damage to equipment and materials.
4. Fixing objects to be suspended (light trusses, spotlights, banners, flags, etc.) at the fixing points is the responsibility of the exhibitor and will be carried out by Messe München GmbH's service partners upon request.
Materials required to attach elements to the fixing points are not included in the standard service, but are available for rental from Messe München GmbH upon request.
5. **The main electrical connection for lighting, etc. should be ordered separately using form 3.1.**
6. Suspension points for Halls 1–4 can be ordered using Form 4.1. For suspension points in the hall atriums, please contact TRUE LOGIK GmbH directly. Please note that suspension points in the atriums are charged according to expenditure. TRUE LOGIK will be happy to send you a non-binding quote.

■ Order deadline

1. Orders are to be submitted no later than four weeks before the official stand set-up period begins. In the case of the late submission of orders, no guarantee can be given concerning the availability of the items required. **In case of late receipt of order, Messe München GmbH reserves the right to examine any additional costs incurred and, if appropriate, make a separate offer for the additional costs concerned.**
2. Cancellations can only be made up to 14 days prior to the commencement of the official stand assembly period. The services provided up until this point in time are to be remunerated. After this time, Messe München GmbH is entitled but not obliged to provide the services ordered. The additionally provided services are to be remunerated. Any amendment thus constitutes a cancellation of the original order and placement of an additional order.
3. Messe München GmbH's General Terms of Contract for Exhibitor Services apply additionally.

Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

We hereby order – in the name and on behalf of the above-named exhibitor – subject to the water connection and supply terms detailed on page 2:

Quantity	Item no.	Main water connection including connection of one appliance	EUR/unit
	38100	Main water connection, hall area (ground level)	309.00

Main water connection includes: Inflow: 1/2", outflow: DN 50. Installation of piping aboveground from utility/supply duct (Halls 1–4). Water consumption included. Connection of one appliance, e.g. (rental) sink.

Quantity	Item no.	Misc. services	EUR/unit
	38050	Connection of each additional appliance e.g. dishwasher, water boiler, coffee machine, taps and fittings Please note: If the additional consumer appliance is further than 1 m away from the main water connection, another main connection is required.	56.00
	38051	Rental sink unit with base unit, taps and fittings, 5 l electric boiler Dimensions: W/H/D = 90/80/60 cm	135.00
	38090	Standard hourly rate	52.10
	38005	Water for basin/tank, up to 3 m ³ (incl. DN 50 drain pipe) (see page 2)	117.00
	38006	Water for basin/tank, > 3 m ³ to 10 m ³ (incl. DN 50 drain pipe) (see page 2)	at cost
	38002	Volume of water per m ³ (As water price stability is not guaranteed in the long term, we reserve the right to make price changes.)	3.85

Water connections are possible in the atrium areas to a limited extent only. Water and sanitary connections can be installed upon consultation. Please contact us.

It is imperative that a ground layout plan (see p. 3) be submitted for the main water connection. Orders cannot be processed otherwise.

Quantity	Item no.	Support fire-extinguishing system (see form 5a for electrical connection)	EUR/unit
	38497	Main sprinkler connection basic installation incl. 3 sprinkler nozzles, up to 5 m supply pipe	1,500.00
	38499	Additional sprinkler nozzles (must be checked against payment of a charge, see terms and conditions of connection and supply)	350.00



38051 Rental sink unit
(Similar model shown)

Please note on the use of commercial dishwashers:

The use of commercial dishwashers with a rinse cycle of **two minutes or less** and the preparation or demonstration of products containing grease and/or oil requires the use of grease traps for the wastewater being discharged (see also

"Water connection and supply terms" on page 2).

Contact us for an individual quote on special installations, such as those requiring larger main connection fittings.

Please note:

A surcharge (item no. 38951) amounting to EUR 95.00 will be raised for any orders/plans submitted later than ten calendar days prior to the start of the event.

We will be erecting a raised platform on our stand (80 mm min. height clearance required for laying pipes):

☐ Yes, the clearance height between hall floor level and platform surface is approx.

cm

☐ No

Place / date

Company stamp and legally binding signature of exhibitor

■ Water connection and supply terms

■ Ordering main water connection

Orders and scaled ground plan diagrams for the main water connection (on page 3) must be received by Messe München GmbH no later than six weeks prior to the official dates indicated for the stand assembly period.

Messe München GmbH cannot guarantee the timely installation of connections requested after this deadline.

A surcharge (item no. 38951) amounting to EUR 95.00 will be raised for any orders/plans submitted later than ten days prior to start of the trade fair.

■ Water connection information

All water utilities are provided on a rental basis only. Installation and connection of appliances to the pipeline network is carried out exclusively by Messe München GmbH's official contractors.

Any repair work necessary to installations, appliances or exhibits not set up by or rented from Messe München GmbH will be invoiced at the standard hourly rate (see item no. 38090).

The exhibitor is obliged to turn off the entire water supply to the stand via the stopcock built into the main water connection every day after the exhibition closes.

Property damage arising from negligence will be the responsibility of the exhibitor. For safety reasons, Messe München GmbH reserves the right to turn off the entire water supply to exhibitors once the event has ended.

Messe München GmbH accepts no liability for damage.

- The general water pressure is 3.5 bar.
- The price paid for the main water connection also includes the cost of the water consumed.
- Wastewater that is chemically contaminated or greasy may not be disposed of via the normal drainage system.

Required plan documentation

Supply and outflow lines will be installed in the exhibition halls according to dimensions submitted on the ground plan diagram. The diagram must indicate the distance between the edge of your stand and the connection **and** the stand's relative location within the hall. **Orders not containing this information cannot be processed!**

Main water connection in the halls

If at all possible, the piping will be laid in utility ducts, but may have to run above ground if the location of the connection point ordered makes this necessary. In the case of the main water connection for a stand's upper story, max. 3 m supply/drainage piping laid vertically is included in the connection price. Any additional, horizontally laid piping (via the hall floor and/or in the flooring between the two stories will be charged as per the costs incurred (man-hours, material costs, etc.)

Main water connection in the delivery zone

Piping to be laid in the delivery zone will always be installed above ground. Should a drain pipe be required, an additional pumping unit is also needed, the cost of which is payable by the exhibitor. Due to the risk of frost, water connections are generally not available for the loading yard during the winter months; however, pipe trace heating can be installed at the exhibitor's expense upon arrangement with Messe München GmbH. Messe München GmbH reserves the right to cut off the water supply outside the duration of the event.

Connection of appliances

Connection of one appliance (e.g. a sink unit) is included in the main water connection price. The connection of each additional appliance (installation/dismantling of portable kitchenettes, sinks, water heaters, dishwashers, coffee machines, etc. provided by the exhibitor) will be invoiced separately; this price includes labor and small materials.

If the distance between the appliance to be connected and the main water connection exceeds 1 m, the extra expense for installing the connection of the appliance will be invoiced additionally.

The connection of a free-standing appliance (e.g. a counter) requires a separate main water connection.

For **rental sink units** (item no. 38051), delivery, maintenance and collection are included in the price. However, connection of the sink unit is **not** included in the rental price.

For safety reasons, dishwashers without a built-in drainage pump will not be connected to the water mains in cases where the drainage gradient is insufficiently steep.

Filling of basin/tank with water

The order is valid for a single filling including drainage; unauthorized discharge of the basin/tank via the utility ducts is prohibited.

No fixed supply line is installed. Kindly ensure that you enclose with your order a ground plan indicating the location of the given basin/tank.

■ Grease traps

Exhibitors ordering the installation of a main water connection for their stand from Messe München GmbH who also plan to prepare, process or present food items containing grease or oil, are obliged to additionally order a grease trap through Messe München GmbH no later than four weeks before the start of stand assembly. This also applies to exhibitors operating commercial dishwashers at their stand which complete an entire cycle in **under two minutes**.

Grease trap order forms may be obtained through the Department Events MOC.

If, after stand assembly has begun, Messe München GmbH ascertains that an exhibitor with stationary or mobile catering operations has failed to order a grease trap for a main water connection despite being obliged to do so according to these connection and supply terms, the exhibitor hereby agrees that Messe München GmbH will install the appropriate grease trap equipment at current prices valid for that event without Messe München GmbH having received an order to this effect from the exhibitor.

In this case, or in the event that an order is placed less than four weeks before the start of stand assembly, Messe München GmbH is entitled to invoice a late-order surcharge for the required grease trap equal to 50 percent of the price in effect at the time of the event, unless the exhibitor can prove that Messe München GmbH has suffered no loss or negligible loss as a result.

If installation of a main water connection and grease trap is either not feasible, or only possible at excessively high cost, Messe München GmbH may require that the exhibitor neither produce, process or demonstrate any goods containing grease or oil at their stand nor operate a commercial dishwasher that completes an entire cycle in **two minutes or less**.

■ Cancellation / complaints

Orders may be withdrawn up to 14 calendar days before the general stand installation period begins; the exhibitor will be charged for the connections ordered in cases of cancellations submitted after this deadline.

The list of tolerances and dimensions provided to the exhibitor or ordering party should be reviewed, countersigned and returned as soon as possible.

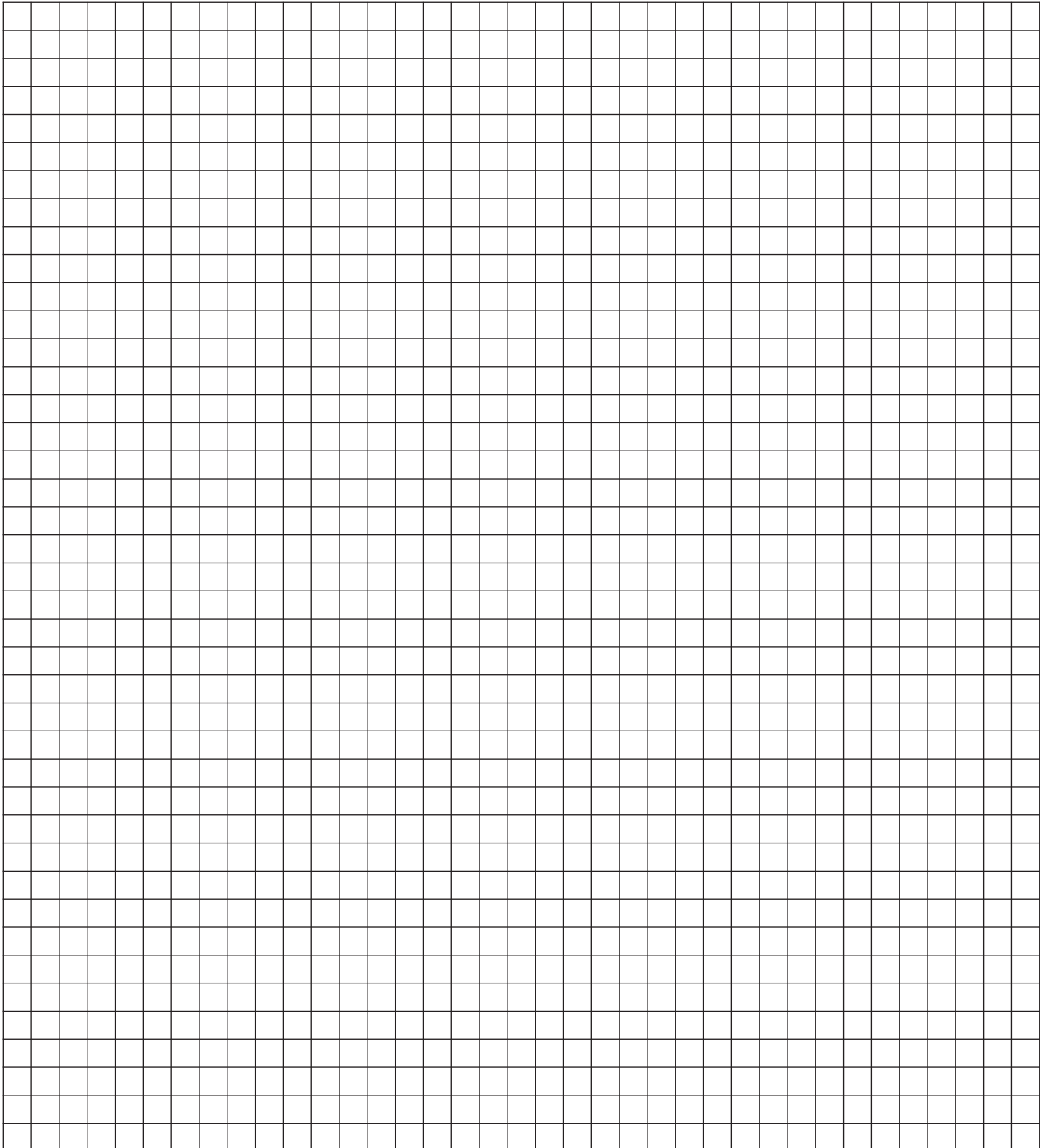
This list will be subsequently used for invoicing purposes.

Complaints pertaining to the scope of supply and services provided must be addressed the Department Events MOC prior to stand dismantling to ensure that the complaints can be investigated in a proper manner. Subsequent complaints regarding the scope of products or services will not be acknowledged.

Messe München GmbH's General Terms of Contract for Exhibitor Services apply additionally.

Sketch of the stand with precise dimensions where the water connection and drain pipe and the wash basin or sink are to be installed.

Please indicate all relevant dimensions and the direction of the stand in the hall (include north-pointing arrow on sketch). Mark the position of your stand by showing adjacent stands, aisles or hall entrances! Important: order cannot be processed without ground layout sketch.



Submit in duplicate!

Contact:

Firma Herbert Nowak
Beim Himmelreich 32c | 82140 Olching | Germany
Tel. +49 89 949-24680
nowakstromversorgung@t-online.de

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

We hereby order—in the name and on behalf of the above-named exhibitor—subject to the Terms of Connection and Supply of Compressed Air quoted on page 3:

☐ **Single compressed air connection;
only one appliance take-off point on the stand (10 bar supply pressure)**

Pressure-reducing valve needed

☐ Yes ☐ No

Requirement in l/min

☐ **Multiple compressed air connection;
more than one appliance take-off point on the stand (10 bar supply pressure)**

Please indicate total requirement

l/min

Please indicate requirement for each individual appliance take-off point and mark on layout plan.

Pressure-reducing valve required:

Appliance take-off point 1 ☐ Yes Requirement in l/min _____

Appliance take-off point 2 ☐ Yes Requirement in l/min _____

Appliance take-off point 3 ☐ Yes Requirement in l/min _____

Appliance take-off point 4 ☐ Yes Requirement in l/min _____

Appliance take-off point 5 ☐ Yes Requirement in l/min _____

As from the second appliance take-off point, EUR 39.50 (item no. 36200) will be charged per appliance take-off point in addition to the cost of the total requirement (equates to the cost of a single connection item no. 36001 ff on page 3).

We need the compressed air supply from

date

Vacuum connection

☐ Please submit an offer to us for the provision of a vacuum connection. We would need

l/min.

We are laying a platform on our stand

☐ Yes ☐ No

Additions:

The compressed air supply is available during the stand set-up period for two days before the start of the fair and for one day after the fair has ended (from 08:00 to 19:00). If the compressed air supply is needed earlier, any additional charges will be based on the compressed air requirement in l/min. During the fair the compressed air will be available for about one hour before and after opening times.

Please note:

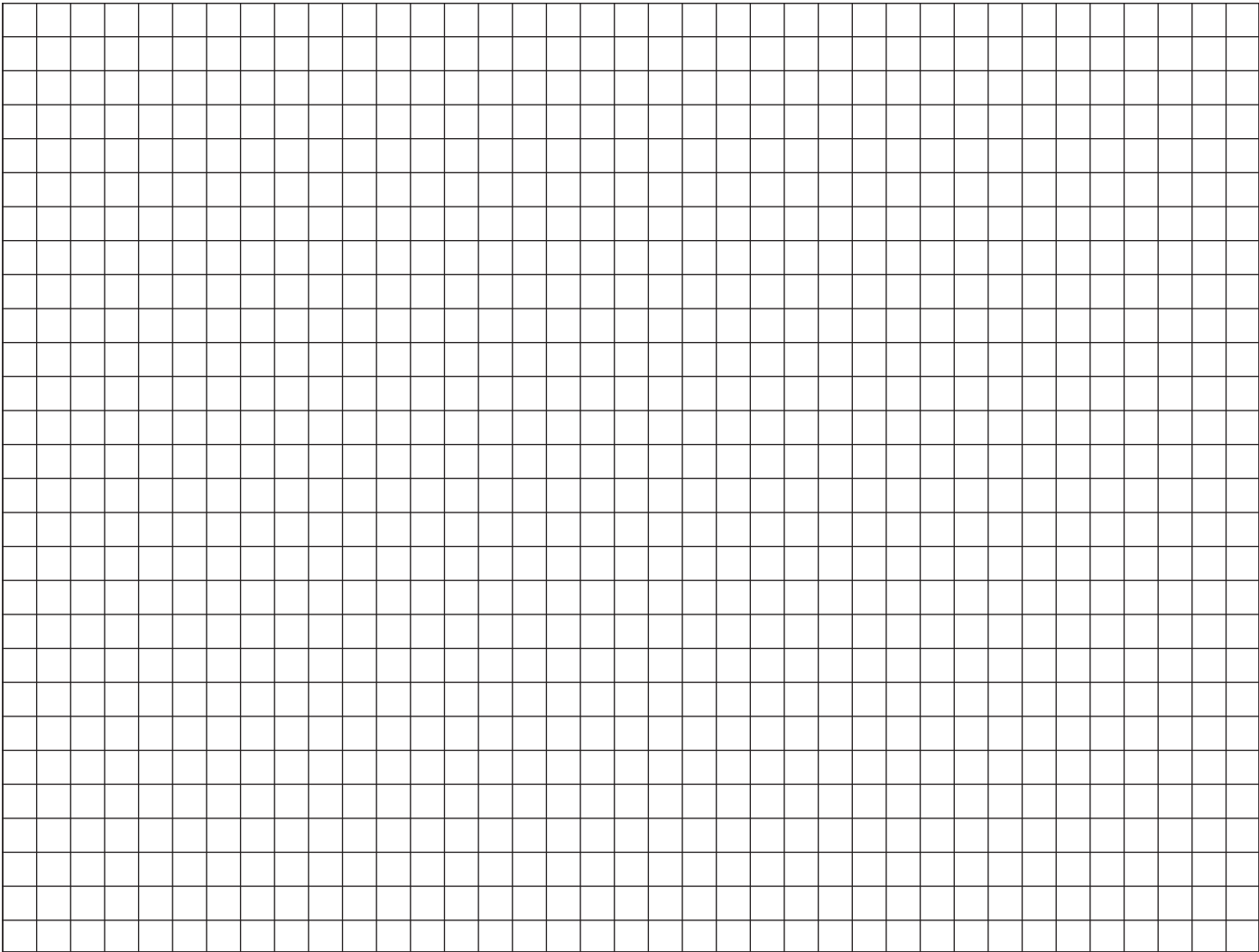
If orders/plans are submitted later than ten calendar days prior to the commencement of the given trade fair, a surcharge (item no. 36951) of EUR 45.00 will be raised.

Place / date

Company stamp and legally binding signature of exhibitor

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

Sketch of the stand with precise dimensions where the individual / multiple compressed air connection(s) is / are to be installed. In the case of multiple connections, kindly mark them in accordance with the numbering system on page 1.
Please mark the position of your stand by showing adjacent stands, aisles or hall entrances.




Scale 1 : 100 (1 m = 1 cm)
 1 : 50 (1 m = 2 cm)

■ **Terms of Supply and Connection for Compressed Air / Vacuum:**

1. Exhibitors using their own compressor must notify Messe München GmbH, Dept. MOC Events. Orders for compressed air connections with ground plan must be submitted to **Messe München GmbH, Dept. MOC Events**, no later than the date specified in the Order Forms for Exhibitor Services. No guarantee can be given that connections applied for after this date will be installed in time. A surcharge (item no. 36951) amounting to EUR 45.00 will be raised for late orders / plans submitted less than ten days prior to the start of the trade fair.
2. The list of dimensions and tolerances supplied to the exhibitor or ordering party must be checked, countersigned and returned as soon as possible. This list is subsequently used for invoicing purposes. Any complaints concerning the products or services provided must be addressed to Messe München GmbH's TAS before the stand is dismantled so that a proper inspection can be carried out. Subsequent complaints about the products or services provided will not be acknowledged.
3. If an order is cancelled less than 14 calendar days prior to the start of the event, the ordering party shall be required to pay a lump sum amounting to 75% of the costs of the ordered services. The exhibitor shall still have the right to provide proof that such an amount is in excess of the saving in outlay accruing to Messe München GmbH.
4. Prices including all services depending on the item number:
Single connection
Connection for one appliance take-off point, laying of compressed air pipes to the connection point on the stand incl. connection of one appliance take-off point, small parts and fittings, maintenance of the equipment installed.
Multiple connection
Connection for more than one appliance take-off point, compressed air pipes, T-distributors, fittings, small parts, maintenance of the equipment installed, set-up and dismantling.
Pressure-reducing valve
Installation and rental of a pressure-reducing valve incl. manometer for take-off pressure of 0.5–10 bar.
5. The quality of the compressed air at the point of transition from the compressor station into Messe München GmbH's piping network meets the following classification in accordance with ISO 8573-1:

Oil content	Class 1 = max. oil concentration of 0.01 mg/m ³
Solid content	Class 1 = max. particle size of 0.1 µm / max. particle density of 0.1 mg/m ³
Water content	Class 4 = dew point pressure ≤ +3 °C
6. Sample calculation
Single connection (only one appliance take-off point)

Total requirement on stand: 300 l/min	Item no.	Cost
 Appliance take-off point 1 300 l/min	36003	639.00
	Total	639.00

Multiple connection (more than one appliance take-off point)

Total requirement on stand: 300 l/min		Item no.	Cost
	Appliance take-off point 1: 100 l/min	36003	639.00
	Appliance take-off point 2: 100 l/min	36200	39.50
	Appliance take-off point 3: 100 l/min	36200	39.50
	Total		718.00

7. Prices

Item no.	Compressed air / Single connection incl. connection of one appliance take-off point	Per item in EUR
36001	up to 100 l/min	429.00
36002	up to 200 l/min	525.00
36003	up to 300 l/min	639.00
36004	up to 450 l/min	748.00
36005	up to 600 l/min	1,140.00
36006	up to 800 l/min	1,367.00
36007	up to 1000 l/min	1,419.00
36008	up to 1500 l/min	1,674.00
36009	up to 2000 l/min	1,717.00
36010	up to 2500 l/min	1,832.00
36011	up to 3000 l/min	1,974.00
36012	up to 4000 l/min	2,110.00
36013	up to 5000 l/min	2,253.00
36014	up to 6000 l/min	2,584.00
36015	up to 8000 l/min	2,761.00
36090	Cost plus hourly rate for all other work	44.65

Item no.	Multiple connection as from 2 nd appliance take-off point	Per item in EUR
36200	Multiple connection take-off point	39.50

Item no.	Pressure-reducing valves	Per item in EUR
36400	up to 100 l/min	27.00
36401	up to 200 l/min	29.00
36402	up to 600 l/min	34.00
36403	up to 2500 l/min	41.00
36404	up to 5000 l/min	58.00
36405	up to 8000 l/min	68.00

8. Messe München GmbH reserves the right to install the compressor for the compressed air supply on the stand or in the immediate vicinity of the stand (if only a limited supply of compressed air is required, for instance). No objections may be raised on account of, for example, noise disturbance caused by the compressor. The compressors are operated at a pressure of 10 bar. Insofar as a lower pressure level is required, a pressure-reducing valve must be installed and needs to be ordered separately. Compressed air connections up to 60 bar or nitrogen systems can also be ordered, for either of which, however, a separate quote must be obtained. The entire compressed air installation (incl. materials) is supplied to the exhibitor on a rental basis only. Please refer to the liability ruling set out under point 5 of the General Terms of Contract for Exhibitor Services for further details.
9. Messe München GmbH's General Terms of Contract for Exhibitor Services are a constituent part of any contract concluded.

Return to:

Messe München GmbH – MOC Veranstaltungszentrum München
Lilienthalallee 40
80939 München | Germany
Fax +49 89 32353-499

Contact and invoicing by:

Deutsche Telekom Technischer Service GmbH
at MOC | Lilienthalallee 40 | 80939 München | Germany
Tel. +49 89 12162030 | moc@telekom.de

Web Shop: www.telekom.de/moc

Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

We hereby order—on behalf and by order of the aforementioned exhibitor—subject to acceptance of the terms of business set out on pages 3–4 in the period from: _____ to _____.

■ Fixed-line connections

Quantity	Item no.	Service	EUR
	1.1	IP connection - symmetrical 4 Mbit/s , (4 Mbit/s download / upload speed) incl. router, Internet flat rate and fixed IP address	280.00
	1.2	IP connection - symmetrical 10 Mbit/s , (10 Mbit/s download / upload speed) incl. router, Internet flat rate and fixed IP address	350.00
	1.3	IP connection - asymmetrical 16 Mbit/s , (16 Mbit/s download speed, 1 Mbit/s upload speed) incl. router, Internet flat rate	320.00
	1.4	IP connection - asymmetrical 25 Mbit/s , (25 Mbit/s download speed, 5 Mbit/s upload speed) incl. router, Internet flat rate	340.00

Higher bandwidths can be provided on request.

	1.5	WLAN as an additional option for the IP connection for items 1.1–1.3 for maximum 3 computers (voucher system)	20.00
	1.6	Telephone connection via IP router as additional option to IP connection with access to public telephone network incl. Business Flat premium and standard telephone	17.00
	1.7	Analog telephone connection with Busi- ness Flat Premium and standard telephone	105.00
	1.8	ISDN connection with Business Flat Premium	135.00
	1.9	Switched Internet access in showrooms Atrium 3.1, 4.1 and 4.2 for up to 5 days, w/o on-site installation service	135.00

■ Service description fixed-line connections

1. IP connections for Internet access

All IP connections are provided with a fixed public IP address and an Internet flat rate.

No ports or protocols are blocked. The connections are fully transparent for VPN and IPsec. Further IP addresses are possible on request and payment of a charge. All users are responsible for their own individual security.

All IP connections are equipped with a router and at least 3 Ethernet interfaces on the LAN side. The connecting system used is RJ45. A public IP address is provided on the Internet side. IP addresses are allocated dynamically on the LAN side (DHCP).

Connections are configured as asymmetrical connections with 16,000 kbit/s /1024 kbit/s or as symmetrical connections with 4 or 10 Mbit/s.

Options

Internet access via WiFi can be booked additionally. This optional package includes three identifiers (voucher system), which will be sent to you by e-mail with your order confirmation. Access is provided via WiFi available throughout the halls.

As an additional option, a telephone connection incl. standard telephone can be ordered. Further end devices are shown in the price list.

2. Connections for telephone and fax (analog connection and ISDN connection)

The telephone connection can be booked as an option in addition to the IP connection or on its own.

Via the analog option in addition to the IP connection, the customer is provided with a low-cost telephone connection on VoIP basis into the German fixed-line network and neighboring countries + GB, H, I, E, S, P, IRL, China, USA. Alternatively, a single analog connection or ISDN connection can be ordered too.

The above-mentioned connections are linked with MOC Veranstaltungszentrum München's voice carrier, no call by call or pre-selection possible (no 010..... numbers possible!). Similarly, Premium Rate services under the number 0900 are blocked. The connection charges for telephone calls for items 1.5 to 1.7 are charged in accordance with the valid telephone tariffs of Deutsche Telekom AG. The price includes additionally a Business Flat Premium. This applies for all connections into the German fixed-line network and to neighboring countries + GB, H, I, E, S, P, IRL, China, USA.

3. Miscellaneous

Important to note: the services ordered cannot be provided unless a layout plan is submitted.

The closing date for orders is ten working days prior to the commencement of the exhibition. A surcharge for late orders is raised for any orders received after this date.

The prices indicated include the following services:

- setup and dismantling of the connections and end devices incl. any materials required

- the end devices are delivered to and collected from the stand

The exhibitor is responsible for the end devices and is liable for any loss.

The prices are net of any sales tax due and apply for a rental period of max. 30 days. Contract fulfilment is to occur in accordance with the Terms of Business for Information and Communication Services at MOC Veranstaltungszentrum München as well as with the general and individual tariff lists of Deutsche Telekom AG.

The price data is non-binding.

■ End devices for rent

Quantity	Item no.	Service	EUR
	2.1	Analog added-feature telephone, surcharge	20.00
	2.2	Fax machine	60.00
	2.3	Multifunction fax machine, also usable as printer	80.00
	2.4	Conference telephone system, adequate for up to 30 m ² room size	45.00
	2.5	Switch	18.00

■ Miscellaneous

Quantity	Item no.	Service	EUR
	3.1	Late order surcharge	40.00
	3.2	Standard hourly rate	80.00

■ Terms of payment

See section 9 of the Terms of Business for Information and Communication Services at MOC Veranstaltungszentrum München for further details.

■ Direct debit from bank

Please charge the billing amount due to the following account:

Account holder

IBAN

SWIFT / BIC

Bank name

Invoices are issued by Synergy Systems GmbH.

■ Terms of Business for Information and Communications Services at MOC Veranstaltungszentrum München as of July 1, 2012

Telekom Deutschland GmbH has concluded a contract governing individual services with Messe München GmbH for the exhibition grounds of MOC Veranstaltungszentrum München. The services can be ordered by Messe München GmbH's exhibitors and customers directly from Telekom Deutschland GmbH. Telekom Deutschland GmbH treats these orders as though they had been placed by Messe München GmbH directly, i.e. counselling, inquiries and complaints will be handled and ultimately clarified by Telekom Deutschland GmbH directly with Messe München GmbH's customers and exhibitors. For all such services, the following terms and liability provisions apply. Invoices are to be issued and debts collected on behalf of Messe München GmbH likewise by Telekom Deutschland GmbH, for which purpose the latter has commissioned Synergy Systems Services GmbH. Insofar as Telekom Deutschland GmbH or the service provider is mentioned in the following, Telekom Deutschland GmbH is deemed to be acting as Messe München GmbH's agent.

■ 1. Orders

1. The information and telecommunication services of Telekom Deutschland GmbH for Messe München GmbH's customers and exhibitors are to be ordered exclusively via Messe München GmbH. Orders are subject to acceptance by Telekom Deutschland GmbH, whereby approval may also be given tacitly, e.g. in that the requested services are supplied.
2. The exhibitor is entitled to cancel an order for the information and telecommunication services detailed overleaf, either partially or entirely, on condition that notice of cancellation is received by Telekom Deutschland GmbH no later than three weeks prior to the opening of the event. Free-of-charge cancellation of the order is possible until such time as the customer has not received an order confirmation from Telekom Deutschland GmbH. From that time on, a one-off handling charge of EUR 75.00 will be raised. The full product price becomes due after commencement of the setup work.
3. Should the exhibitor require any changes to the services Telekom Deutschland GmbH has already provided notably on the exhibition stand, Telekom Deutschland GmbH is to carry out the changes at its discretion and charge for the expense incurred. A late order surcharge is raised on orders submitted late. In the absence of any specific provision to the contrary, the contract comes into effect upon receipt of order confirmation or, at the latest, upon provision of the service by the service provider.

■ 2. Provisioning period

The information and communication services ordered will be made available for the duration of the respective event, as well as in the setup and dismantling phases. If the provision of information and communication services is required outside this period, this additional availability must be ordered separately. These services may be charged additionally. Inquiries concerning orders may be made via telephone at service number +49 89 12162030, by fax at +49 89 12162031 or by e-mail to moc@telekom.de.

■ 3. Transfer

1. All services ordered will be provided to exhibitors by Telekom Deutschland GmbH or subcontractors appointed by it on a rental basis. Customers must, at their own expense, enable the employees of the service provider (Telekom) access the property as well as the exhibition stand and communication installations located on it, insofar as this is necessary for the execution of the testing, installation and maintenance work.
2. If exhibitors use their own end devices, these must conform to the legal regulations currently in force, including the valid EU guidelines applicable to end devices, ITU guidelines and CCITT recommendations, notably CCITT recommendation i430. If an exhibitor fails to comply with this obligation and malfunctions occur as a result, Telekom Deutschland GmbH is entitled in particular to demand from the exhibitor reimbursement of costs of analyzing and rectifying any malfunctions.
3. Telekom Deutschland GmbH is also entitled to demand that the exhibitor immediately disconnects from the network the end devices causing the malfunctions. For Internet access purposes, the network cards used in the exhibitor's PC must conform to the Ethernet specifications (IEEE 802.3). The public IP addresses ordered will be made available to the exhibitor with the order confirmation.

The exhibitor may not under any circumstances use IP addresses other than those provided by Telekom Deutschland GmbH or modify the prescribed subnet mask. If an exhibitor fails to comply with this obligation and malfunctions occur as a result, Telekom Deutschland GmbH is entitled in particular to demand from the exhibitor reimbursement of costs of analyzing and rectifying any malfunctions.

4. Telekom Deutschland GmbH is further entitled to exclude from the LAN any exhibitors who despite previous warnings use IP addresses other than those assigned to them or who use subnet masks other than those prescribed for them and to demand reimbursement of the associated costs. In the event of attacks on network functionality or other attacks, Telekom Deutschland GmbH reserves the right to block the given connection on an either temporary or permanent basis. If malfunctions occur in the PC of an exhibitor who has used IP addresses other than those assigned to him or has modified the subnet mask, Telekom Deutschland GmbH will rectify the fault at the request and risk of the exhibitor at the prices valid at the time of the event.
At the request of the exhibitor, Telekom Deutschland GmbH will configure the PC, if technically and operationally possible, at the exhibitor's risk and at the prices valid at the time of the event.
5. When using Internet connections (DSL, IP connections, ISDN, etc.), the unsolicited dispatch of e-mails for advertising purposes (mail spamming) or unsolicited dispatch of news for advertising purposes (news spamming) to third parties is prohibited. The exhibitor and other users are provided with permanent access to the Internet by way of the Internet connection. As the data is transmitted in a transparent manner via this connection (as per RFC812 on OSI level 3), Messe München GmbH has no influence on the content thus transmitted and, as such, is unable to filter out any undesirable content that might impact on the usage of the Internet access. At the end of the contractual term, the IP address should no longer be used.
6. The customer (user) undertakes to neither offer information with illegal or immoral content nor to refer to offers with such content. This includes above all such content as serves the incitement of the people as defined under paragraphs 130, 130a and 131 of the German Criminal Code, encourages criminal activity, glorifies or trivializes violence, is pornographic or suitable for use as pornography as defined under paragraph 184 of the German Criminal Code, constitutes a serious moral risk for children or juveniles or compromises their welfare.
7. The customer is not allowed to transfer or sublet the services to third parties for their sole (further) use without the prior consent of Telekom Deutschland GmbH.

■ 4. Service center

A service center has been set up in case of faults. The service telephone number is +49 89 12162030, the fax number is +49 89 12162031 and the e-mail service address is moc@telekom.de.

■ 5. Liability

1. For any damage attributable to the usage of telecommunications services for the public, Telekom Deutschland GmbH is liable in accordance with the provisions set out in the German Telecommunications Act.
2. Telekom Deutschland GmbH is otherwise liable without limit for all damage attributable to wilful intent or gross negligence or the absence of a guaranteed feature or attribute.
3. In cases of minor negligence, Telekom Deutschland GmbH is liable without limit for any damage to life, body and health. Telekom Deutschland GmbH is otherwise liable in cases of minor negligence only insofar as such duty is violated, the fulfilment of which permits the due and proper performance of contract in the first place, the violation of which puts the attainment of the contractual purpose at risk and in compliance with which the customer may generally trust (cardinal duty). For violation of a cardinal duty, the liability is limited to such damage as is typical to the contract and foreseeable. This also applies to lost profit and savings that do not materialize. The liability for any other consequential damage remotely connected with the defect concerned is excluded.
4. For the loss of data, Telekom Deutschland GmbH is liable in cases of minor negligence subject to the preconditions and scope set out in section 3 only if the customer carries out a data backup on a daily basis.

5. The liability without fault of Telekom Deutschland GmbH to pay compensation (§ 536 a German Civil Code) for defects existing at the time of contract conclusion is excluded. Section 2 and section 3 remain unaffected.
6. The liability for all other damage is excluded, notably for data loss or hardware faults caused by the incompatibility of components on the customer's PC system with the new hardware and software or with that to be changed, as well as for system faults attributable to existing configuration errors or to older, disruptive and / or incompletely deleted drivers.
7. The contracting parties agree further that Telekom Deutschland GmbH has no influence on or control over the content of the information exchanged via Global Corporate Access. Telekom Deutschland GmbH therefore, is not liable for content made accessible via Global Corporate Access. For any damage attributable to Internet content made accessible via Global Corporate Access (such as viruses, Trojan horses, worms, time bombs, cancelbots ("delete robots"), Telekom Deutschland GmbH assumes no liability.
8. The liability in accordance with the provisions of the German Product Liability Act remains unaffected.
9. Should Telekom Deutschland GmbH have claims asserted against it by third parties attributable to such alleged acts of the customers or their users as would constitute a violation of the terms of this contract, the customer is to exempt Telekom Deutschland GmbH from these claims.

■ 6. Call connections

The connection prices charged via the corporate client tariff Business Call apply and can be accessed at www.telekom.de.

■ 7. Return of end devices

The end devices will be collected by Telekom Deutschland GmbH by no later than the last day of the stand dismantling-period.
Up until the collection of the end devices, the user is liable for any loss.

■ 8. Terms of connection

All connections/equipment ordered will be provided exclusively by Telekom Deutschland GmbH. The provision of a connection will occur to the point within the stand marked by the exhibitor on the plan. Communication connections required for locations outside the MOC may only be provided by the network operator concerned to a central transfer point within MOC Veranstaltungszentrum München. The extension of such connections from the transfer point to the exhibitor's stand is to occur exclusively by Telekom Deutschland GmbH upon payment of the expense incurred.

■ 9. Terms of payment

1. All remuneration and ancillary costs are generally quoted as net prices plus any taxes and charges due by law.
2. Other prices, notably those dependent on usage, are payable after the service has been provided. If the price dependent on usage is for parts of a calendar month, this is charged on a pro rata basis for each day of use (1/30 day / month).
3. The invoice amount is payable to the account stated on the invoice and must have been credited to the account by no later than the tenth day subsequent to receipt of invoice. In the event that the customer issues direct debit authorization, Telekom Deutschland GmbH or Synergy Systems Services GmbH will not debit the invoice amount from the agreed account prior to the seventh day subsequent to receipt of invoice.
4. Complaints regarding the rates of call charges or other usage-dependent charges of Telekom Deutschland GmbH are to be addressed to Telekom Deutschland GmbH or Synergy Systems Services GmbH immediately upon receipt of invoice. Complaints must have been received within eight weeks of receipt of invoice. Failure to lodge complaints on time is deemed to equate to approval; in its invoices, Telekom Deutschland GmbH is to draw the customer's specific attention to the consequences of the failure to lodge complaints on time. The customer's statutory entitlements in terms of lodging complaints after the expiry of the deadline remain unaffected.
5. As the contractual partner of Telekom Deutschland GmbH, Messe München GmbH has appointed the latter to perform invoicing and debt collection activities; these are to be conducted by Telekom Deutschland GmbH's business partner Synergy Systems GmbH.

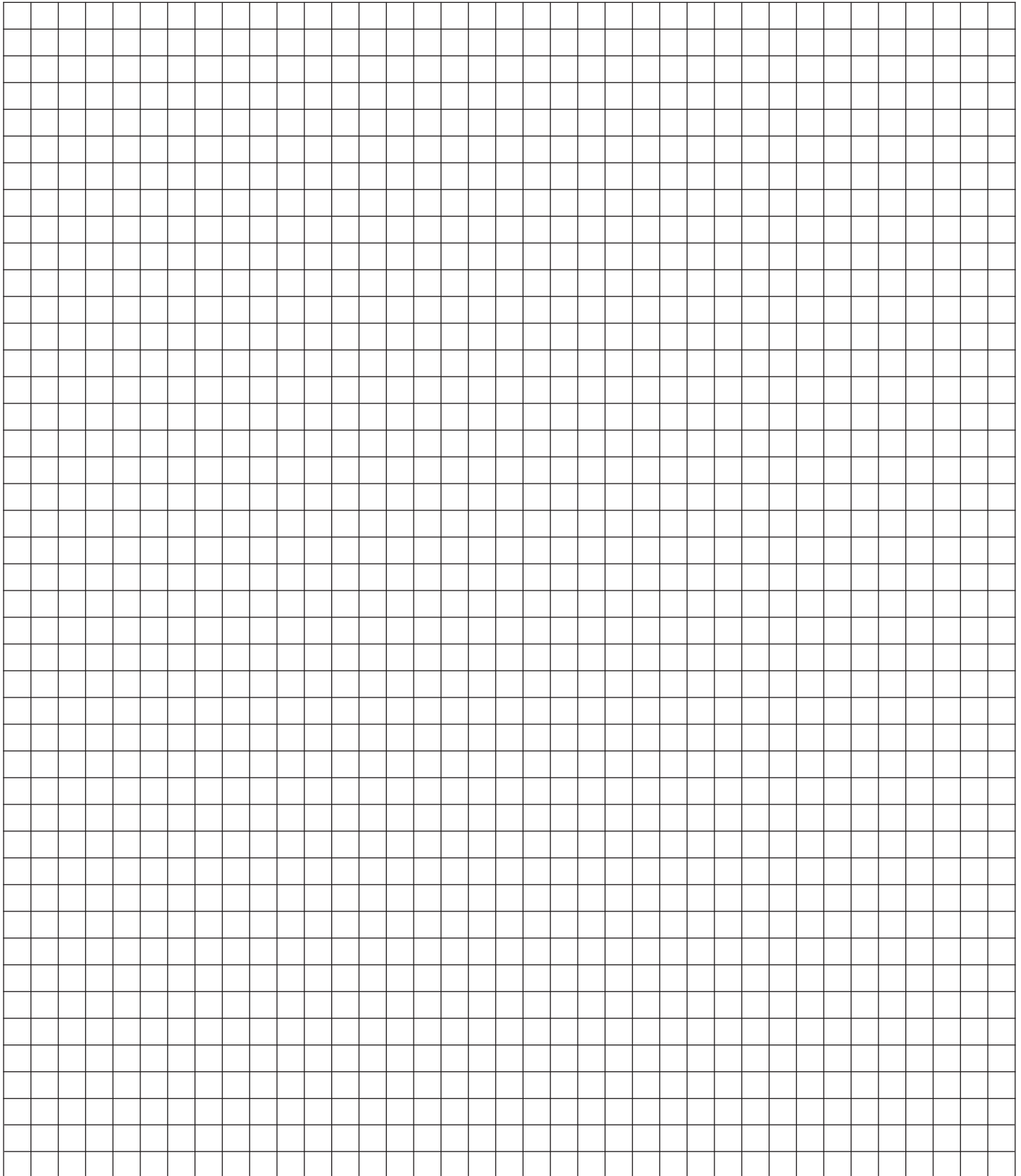
■ 10. Other terms and conditions

1. Telekom Deutschland GmbH is entitled to provide the services via third parties acting as subcontractors. Telekom Deutschland GmbH is liable for the service provision via subcontractors as it is for its own actions.
2. The place of jurisdiction for all disputes arising from or in connection with this contract is deemed to be Bonn, Germany. Any exclusive place of jurisdiction is deemed to have priority.
3. The customer may assign the rights and duties from this contract to a third party only with the prior written consent of Telekom Deutschland GmbH.
4. The contractual relations between the contracting parties are governed by German law.

Layout plan of the stand showing the precise position of the connections / services ordered. Please use the following symbols to mark the connections:

■ Tel. / Fax / . . . ▼ Internet

Please indicate the position of your stand by showing adjacent stands, aisles or hall entrances.



Submit in duplicate!

Contact and invoicing:
Dr. Sasse Gebäudedienste GmbH
Am Westpark 1
81373 München | Germany
moc@sasse.de | www.sasse.de

Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

A surcharge of EUR 35.00 per invoice will be raised for any address changes made subsequent to receipt of the invoice.

■ Stand cleaning

Stand area / m² _____

Cleaning is carried out for the first time on the last day of stand setup from 18:00 and then daily after the trade fair closes.

- One-off cleaning of floor surfaces and the horizontal surfaces of tables, chairs and counters
- Emptying of waste containers and ashtrays
- Vacuuming of textile floor coverings and / or wiping clean of hard floor coverings
- Waste sacks are provided.

For the duration of the event

- ☐ Yes
- ☐ No, only on the following days _____

For the duration of the event

- Initial cleaning at end of setup: EUR 1.70/m²
 - Each further cleaning: EUR 0.70/m² per cleaning
- All prices quoted are net and subject to statutory value-added tax.

Please note that the minimum invoice amount is EUR 35.00.

■ Important

Orders must be placed with us in writing no later than ten days prior to the commencement of the trade fair. Should the areas to be cleaned be located within a lockable part of the stand (e.g. cubicles, booths), the relevant keys are to be made available to the accredited contractor. In such a case, please agree a key transfer appointment in good time at telephone number +49 89 3244488.

The exhibitor is to ensure that a power supply is available on the stand for use by the cleaning staff. **Complaints will be recognized on the day after the cleaning has been carried out until 10:00 only.** The accredited contractor is entitled to collect payment on the stand.

Orderer (if different from the exhibitor) Street / P.O. Box / Country / Town / Postcode

■ Related services including consulting

Stand area/m² _____

We would be pleased to advise you on site and provide you a customized offer for special and additional services.

Please tick		EUR
<input type="checkbox"/> daily	Cleaning of furniture, display cases, doors, partition walls and door frames; cleaning of glass; cleaning of exhibits, vehicles; shampooing/removing carpets; removing heel marks	32.00/ per hour
<input type="checkbox"/> one-time	Cutting of plastic sheeting	0.55/m ²
	Cutting of plastic sheeting and cleaning of floor surfaces	0.95/m ²
	Special cleaning of stand after stand party	Surcharge of 0.65/m ²
Appointment on stand for consultation on (date/time)		
Contact person / Mobile phone no.		

■ Supplementary information

In accordance with City of Munich ordinances concerning the disposal of commercial and construction waste, the separation of waste into individual recyclable groups is mandatory. All exhibitors and stand builders are therefore obliged to take effective steps in each phase of the event to minimize waste and ensure both its proper separation and disposal.

- Disposable carpeting should be avoided
- Disposable cutlery or dishes may not be used.

Such waste as is not reported and left on the premises of the MOC Veranstaltungszentrum München after the designated stand dismantling period will be traced and their disposal invoiced to the exhibitor responsible. Any adhesive tape or residue thereof left on hall floors after the designated stand dismantling period will be removed at the expense of the person responsible for it!

Messe München GmbH reserves the right to alter prices in the case of higher disposal charges being incurred. All prices quoted are net and subject to statutory value-added tax. The Department Events MOC would be pleased to answer any further questions you may have.

Place / date

Company stamp and legally binding signature of exhibitor

For forwarding to and invoicing by
APCOA Parking Deutschland GmbH
Postfach 230463
70624 Stuttgart Flughafen | Germany
Tel. +49 711 94791728 | Fax +49 711 94791758

Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

I/We hereby order

long-term parking permits (quantity)

for the trade show

The price of a long-term parking permit is EUR 12.00 incl. VAT per exhibition day and the last day of set-up. For organizational reasons, parking permits can only be purchased for the entire duration of the exhibition.

☐ duration of the event
or

☐ last day of set-up and duration of the event

We hereby authorize a SEPA direct debit mandate for the amount due for payment of the above, to be deducted from

☐ my/our bank

IBAN code

SWIFT/BIC

bank

(only within Germany).

☐ will be remitted by means of bank transfer after receipt of the invoice.

The handling fee is EUR 1.00 gross per order; for all transfers made from outside Germany, an additional charge of EUR 5.00 will be raised.

In order to avoid errors, we would ask you to ensure that the name of the exhibition and the invoice number are stated when making payment.

The car park management begs your understanding that, for technical reasons, only these two methods of payment are possible.

■ Important to note

The parking permits are valid for the basement garage of the MOC Veranstaltungszentrum München only. Kindly present the parking permits each time you enter or leave the car park.

Opening hours: every day during the exhibition, the garage is open one hour prior to commencement and one hour after the close of the exhibition.

Parking spaces for cars and/or small delivery vehicles are available in the basement garage (max. entrance headroom 2.20 m) for use by exhibitors. For orders received within two weeks of commencement of the exhibition, the parking permits concerned can no longer be dispatched by mail. Provided sufficient space is still available, the permits will be ready for collection at the car park control center (exit, 1st underground level) on the last set-up day or opening day of the exhibition and are payable on site. Any surplus parking permits may be returned to the car park control center on the opening day of the exhibition. Unused permits can no longer be refunded after the exhibition has ended. Lost permits will not be replaced free of charge. The phone number of the car park control center (exit, 1st underground level) is +49 711 94791-307. No company signs, flags or advertisements may be put up or distributed in the basement garage.

APCOA PARKING GmbH has the sole right to the commercial sale of parking permits. The person acquiring the permits undertakes to use the parking permits exclusively for private purposes or to forward the permits to third parties exclusively without price surcharge. Resale of parking permits for commercial purposes (for the purpose of generating profit) as is unauthorized by or without the approval of APCOA is prohibited. Any violation of the prohibition above is subject to a fine amounting to EUR 2,500 due to APCOA by the reseller/infringer. APCOA reserves the express right to assert claims for compensation above and beyond the aforementioned amount.

■ User information for long-term parking permits

1. Insert the permit with the barcode facing upwards into the access / exit scanner in the direction of the arrow. The barrier opens automatically after the permit is removed.
2. The access / exit cycle must be complied with at all times! The options "access – exit – exit" and "exit – access – access" are not available! Kindly use the permit even if the barrier is open!
3. Long-term permits that are lost will not be replaced.
4. Should the permit not function despite proper usage thereof, please obtain a car park ticket from the machine and report to the car park control center with the permit and the car park ticket so that the functionality of the permit can be restored.

continued page 2

Place / date

Company stamp and legally binding signature of exhibitor

5. Any attempt to use one permit to access/exit with several vehicles at the same time will not work and will result in the permit being confiscated in all cases.
6. Moreover, we would like to point out that manual handling of or damage to the barrier system will have consequences under criminal law.
7. Keep permits in a safe place, do not bend or expose them to direct sunlight.

■ General Terms and Conditions of Parking for Holders of Long-term Permits

I. Rental contract, data protection office responsible

1. The object of this contract is the renting of parking spaces in an indoor car park or outdoor car park (**parking facility**) to the customer (**tenant**) in accordance with the long-term rental contract and the following terms and conditions that the tenant herewith recognizes.
2. Guarding, supervision, safe custody and provision of insurance protection are not objects of this contract. Even if APCOA personnel is present at the parking facility or the parking facility is observed with optical-electronic equipment (video surveillance), this is not connected with any assumption of safe-keeping duties or liability, above all not in respect of theft or damage. As far as video surveillance is concerned, the office responsible for this as defined by the BDSG (German Data Protection Act) is APCOA Parking Deutschland GmbH, Cargo Center Süd Gebäude 605/6, D-70624 Stuttgart, tel. +49 711 94791-0.

II. Parking fees—Rental period—Online invoice—Direct debit authorization—Changes in parking fees—Access medium—Contractual fine—Opening hours

1. The rental charge (**parking fee**) is determined by the duration for which the tenant rents a parking space (**rental period**).
2. The parking fee comprises a charge for the parking space lease and an administrative fee amounting to EUR 2.95 per month and parking space plus statutory sales tax.
3. In accordance with the long-term rental contract, the parking fee is payable to APCOA at the tenant's expense.
4. The tenant declares himself/herself to be in agreement with the invoice being sent at APCOA's discretion as a hard copy or via electronic means by e-mail (**online invoice**). If the tenant requires the invoice to be sent as a hard copy even though APCOA has decided in favour of an online invoice or has already sent an invoice as a hard copy, a handling fee amounting to EUR 3.50 including statutory sales tax will be raised for each additional invoice in hard copy form required. The same applies if the tenant requires an additional online invoice.
5. If the tenant issues no **SEPA direct debit mandate** or revokes an existing debit mandate, the tenant is to pay a special handling fee amounting to EUR 2.50 including statutory sales tax per payment to compensate for the enhanced handling costs.
6. If the points total of the consumer price index for Germany (CPI) published by the Federal Statistics Office changes by more than ten percent vis-à-vis the level in the calendar month in which the rental relationship commenced, either party can ask for the parking fees to be adjusted (**index adjustment**), but no more than once per calendar year. The adjustment is to be based on the percentage change of the index in points insofar as this is deemed to be fair. The change in the parking fees becomes effective as from the start of the calendar month after next subsequent to the month in which the adjustment request was made subject to the prior approval of the tenant. This ruling is correspondingly applicable for any further index change vis-à-vis the last change in parking fees. Should the Federal Statistics Office's index be discontinued, a comparable index issued by the Statistics Office of the European Union will be used as the basis of any adjustment; this ruling is correspondingly applicable in accordance with section II points 4. and 5.
7. The approval of the tenant for a change in parking fees in accordance with point 6 above or any other request by APCOA for an index-independent adjustment of parking fees is deemed to have been given if APCOA grants the tenant an appropriate period for giving his/her approval of the adjustment request and has pointed out to the tenant that his/her agreement is deemed to have been given if the tenant does not object to the adjustment in writing or in text form (e-mail, fax) (**tacit approval**).
8. The tenant receives per rented parking space for the rental period a non-transferable **access medium** (e.g. code card, authorization ID, key) that remains the property of APCOA and is to be kept in a safe place by the tenant. For APCOA, the given holder of the access medium is also entitled to use the vehicle concerned. APCOA is entitled but not obliged to verify this authorization. Insofar as the tenant is provided with a control sticker or other sign of authorization, the tenant is to affix this to the inside of the windscreen so that it can be easily read from the outside.

9. For the loss of or damage to an access medium, the tenant is to pay a contractual fine to APCOA amounting to EUR 30 unless the tenant is not responsible for the loss or damage; further claims for compensation remain unaffected by this.
10. The vehicle may access or exit the parking facility during the **opening hours** displayed on site or otherwise notified only unless other parking times are agreed.

III. Terms and conditions of use

1. The tenant is entitled to park cars without trailers in the parking facility (vehicles). Motorbikes may only be parked if this is explicitly allowed by way of a corresponding sign. The prerequisite of a parking entitlement is in all cases that the parked vehicle is covered by third-party insurance, has an official registration number (§ 23 German Road Traffic Act) and a valid official MOT sticker (e.g. from the Technical Inspectorate TÜV).
2. Vehicles may only be parked on designated parking spaces, one vehicle per parking space. **Backing into parking spaces** is not allowed. Should parking attendants be present, the tenant is to park in the parking space he/she is allocated. If parking spaces are reserved for tenants with special authorization (e.g. long-term parkers, handicapped persons, women), the tenant must show this entitlement upon request.
3. Vehicles may be driven no faster than walking pace in the parking facility.
4. In the parking facility, the following are not allowed:
 - the storage of fuels, oils and other inflammable objects as well as empty fuel or oil containers,
 - the unnecessary running of engines,
 - the parking of vehicles with leaky fuel tanks or engines or such in an otherwise unfit state,
 - usage of the parking facility for anything other than parking a vehicle, above all for camping purposes,
 - the repair or servicing of vehicles,
 - the polluting of the parking facility, notably by way of the cleaning of the vehicle or the discharging of water, fuel or oil,
 - the usage of roadways including entrances and exits by pedestrians unless no walkway or hard shoulder is available,
 - smoking and use of fire,
 - the usage of bicycles, mopeds, inline skates, skateboards and other vehicles or similar equipment or parking of same in the parking facility,
 - the distribution of promotional material.
5. The tenant must moreover observe the instructions given by APCOA personnel as well as the traffic signs and other signs on site. For all other purposes, the provisions of the German Road Traffic Act apply accordingly.

IV. Liability of APCOA—Excess—Exclusion periods

1. For the duration of the rental contract, APCOA is liable for any damage which can be attributed verifiably to a breach of duty on its part, on the part of its employees or persons appointed by it. As such, APCOA assumes no liability for damage caused solely by natural phenomena, other tenants or other third parties and notably such due to the theft of or damage to the given vehicle. APCOA assumes liability for breach of duty on its part solely for wilful or grossly negligent behavior, in the absence of terms to the contrary below. In cases of minor negligence, APCOA is liable only for damage to life, body or health (personal damage) or for the violation of essential contractual obligations, without the fulfilment of which the contract cannot be implemented and in the fulfilment of which the tenant trusts and is entitled to do so. Should APCOA violate an essential contractual obligation by way of minor negligence, the tenant is to contribute a share of 25 percent of the damage incurred, limited however to a maximum amount of EUR 300 (**excess**). Apart from liability for personal damage, compensation is moreover limited to the damage foreseeable at the time of conclusion of contract. After the end of the contractual period, APCOA assumes liability for damage attributable to wilful behavior on its part only.

2. Prior to leaving the parking facility, the tenant is obliged to notify the APCOA personnel responsible for the parking facility either directly or, if necessary, via the emergency telephone of any obvious damage, and to give the staff concerned the opportunity of examining the given vehicle. Should this be impossible or unreasonable for the tenant, notification must be made within 14 days of the damage being incurred in written form to APCOA at the address indicated under item 1.2. In the case of damage being incurred that is not obvious, notification must be made in writing within 14 days of the damage being discovered (**exclusion period**). Should the tenant violate his or her notification obligation as per section 1 above, all claims for compensation on the part of the tenant are excluded, unless the tenant is not responsible for the violation concerned. This exclusion of liability does not apply if the tenant suffers personal damage or if the damage is caused by APCOA's grossly negligent or wilful behavior.
3. Items 1 and 2 above apply irrespective of whether APCOA's liability arises from the rental contract or other legal grounds.
3. If APCOA derives its right to lease parking spaces from a contract with a third party (e.g. lease or operational management contract) and this contract ends (**main contract**), APCOA is entitled to cancel the contract with the tenant irrespective of the provisions set out under items 1 and 2 above without having to comply with a period of notice with effect of the date of termination of the main contract. The cancellation is to be declared immediately upon APCOA becoming aware of the date of termination of the main contract. Claims on the part of the tenant in respect of premature termination of contract are ruled out.
4. Irrespective of the provisions set out under items 1–3 above, either party is entitled to cancel the contract for good reason without notice. A good reason for APCOA is above all given if the tenant violates on another occasion or continues to violate the terms of usage set out under section III despite being reminded of his/her duties in this respect, unless the tenant is not responsible for the violation concerned.
5. The tenant is obliged to remove the parked vehicle from the parking facility immediately after the end of the contract and to pay any parking fees still owed. If the tenant fails to meet his/her clearance duty, APCOA is entitled to remove the tenant's vehicle from the parking facility upon its prior written request to do so, the setting of an appropriate deadline and the threat of forced clearance. The costs of clearance, safe-keeping, recycling and disposal are payable by the tenant unless the tenant is not responsible for the failure to remove the vehicle.
6. In the case of the violation of the terms of usage as defined under section III of any other property rights, APCOA is entitled to have the vehicle towed away at the expense of the tenant insofar as no more than eight hours have elapsed between the parking of the vehicle and the appointment of the towing company. APCOA is further entitled to remove the vehicle from the parking facility in the case of imminent danger.

V. Liability of tenant

1. The tenant assumes the liability for all damage incurred by APCOA or any third parties caused by his/her culpable behavior as well as by that of his/her employees, persons appointed by him/her or persons accompanying him/her. Moreover, he/she is liable for any soiling of the parking facility due to culpable behavior.

VI. Service refusal right of APCOA

If the tenant is culpably in arrears with rental payments by at least one month's rent, APCOA is entitled to refuse the tenant access to the parking space until such time as the tenant meets all the liabilities due to APCOA.

VII. Contractual term—Cancellation—Clearance

1. If the contract is concluded for an indefinite period, either party may cancel the contract in writing without having to give reasons for doing so with one month's notice to the end of the given calendar month.
2. If the contract is concluded for a specific period, neither party has the possibility of ordinary cancellation of contract during this period. After the agreed rental period has expired, the contract is renewed automatically for an indefinite period unless one of the parties objects to the renewal in writing no later than one month prior to the end of the agreed rental period.

VIII. Agreed place of jurisdiction—Amendment of terms and conditions of parking

1. In the event that the tenant is a trader, both parties agree that the place of jurisdiction for all legal disputes is Stuttgart, irrespective of the legal grounds involved, unless a different place of jurisdiction is a mandatory legal requirement.
2. The agreement of the tenant to an amendment to the General Terms and Conditions of Parking is considered to have been given if APCOA notifies the tenant of the amendment, grants the tenant an appropriate period to give his/her approval and points out to the tenant that agreement to the amendment is considered to have been given if he/she does not object in writing or text form (e-mail, fax) within the given period.

Return to:

Messe München GmbH – MOC Veranstaltungscenter München
Lilienthalallee 40
80939 München | Germany
Tel. +49 89 32353-495 | Fax +49 89 32353-499
moc.technik@messe-muenchen.de

Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

Vehicle type

Description (e.g. exhibit, showtruck)

License plate number

Special features

Length of vehicle

Width of vehicle

Vehicle height

Fuel/propulsion

Weight (kg)

Number of axles

Covered surface in m²

Contact data of driver (name/mobile phone number)

Please take note of the Technical Guidelines of the MOC Veranstaltungscenter München, most notably item 5.4.1.2. Among others, the following has to be observed:

Safety measures in the halls:

- locking of fuel tank if possible
- fuel level gauge must show "low/reserve"
- disconnection of battery at request (on vehicles older than 10 years)

Additional measures required in the Foyer and Atriums:

- inerting of fuel tank
- security guard

When the vehicle is brought in, please contact the hall inspector around 10 minutes prior to arrival at phone no. +49 8932353-370

Place / date

Company stamp and legally binding signature of exhibitor

Official use! To be completed by MOC Veranstaltungscenter München!

Delivery date

Time / time frame

Stamp

Date of collection

Time / time frame

Name of staff member MOC Veranstaltungscenter München

■ Sketch of Stand with Vehicle

A full-page sheet of white graph paper featuring a uniform grid of thin black lines. The grid consists of small squares covering the entire area, with no margins or additional markings.

Hall / Stand no.

Exhibitor

Place / Date

Return to:

Messe München GmbH – MOC Veranstaltungszentrum München
Lilienthalallee 40
80939 München | Germany
Fax +49 89 32353-499

Contact and invoicing:

Veranstaltungsdienst (VD)
Paul Mayr GmbH & Co. KG
Messegelände | 81823 München | Germany
Tel. +49 89 949-24500 | www.vd-mayr.de



Service quality tested
as a service partner of
Messe München

Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

VD Mayr GmbH & Co. KG offers you herewith the following security service categories for the protection of your stand and exhibits displayed on it:

Category 1	EUR/hour	Category 2	EUR/hour
Special stand security service provided by qualified security personnel (primarily at night)	27.60 ¹⁾	Special stand security service provided by qualified security personnel with additional training (day and night service, daytime staff dressed in civilian business clothes on request)	28.96 ¹⁾

¹⁾ prices plus VAT; kindly consult page 2 for any surcharges that may be due.

The security service is generally provided up until the time the stand personnel or stand set-up / dismantling staff arrive. Should the security service be required to end prior to the arrival of stand personnel, please enter the time desired in the "End of Stand Security Period" column. Please note that only VDM, the security company

approved and appointed by Messe München GmbH, is authorized to provide special security services in accordance with the General Terms of Participation. The minimum period of deployment is 2.5 hours. No surcharges are raised for work on Sundays, public holidays or at night.

We wish to be provided with special stand security services on the following dates

Number	Security personnel		Start of stand security period		End of stand security period		or arrival of stand personnel or stand set-up / dismantling staff
	Cat. 1	Cat. 2	date	time	date	time	
	<input type="checkbox"/>	<input type="checkbox"/>	From	/ (time)	to	/ (time)	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	From	/ (time)	to	/ (time)	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	From	/ (time)	to	/ (time)	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	From	/ (time)	to	/ (time)	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	From	/ (time)	to	/ (time)	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	From	/ (time)	to	/ (time)	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	From	/ (time)	to	/ (time)	<input type="checkbox"/>

Please state the name of the stand manager or other authorized person who can be contacted on the stand.

Name

mobile phone. no.

The dates and times specified above will be reserved by VDM. Changes to guarding times can only be made in writing.

The General Terms of Business of Veranstaltungsdienst **Paul Mayr GmbH & Co. KG** (hereinafter referred to as "the company") apply for the performance of contract.

Orderer (if different from the exhibitor)
Street / P.O. Box / Country / Town / Postcode

For orders placed by third parties (e.g. stand-builders), the party placing the order is liable in cases where the acceptance of orders and/or costs is refused.

Place / date

Company stamp and legally binding signature of exhibitor

■ Surcharges

For short notice orders, the following surcharges will be raised per hour:

8–3 days prior to start of stand security period: 15%

2–0 days prior to start of stand security period: 25%

In the period during which the trade fair is closed (one hour after the end of the trade fair to one hour prior to the start of the trade fair), neither the exhibitor's staff nor any outside personnel appointed by him may stay at the stand, in the halls or on the exhibition grounds.

The fact that a security service is provided does not mean that the items under protection are insured.

Any contract concluded exists directly between the exhibitor and Messe München GmbH's contracting company. The specific terms of contract can therefore only be agreed between the exhibitor and Messe München GmbH's contracting company.

The contractor is authorized to collect payment at the stand and will do so.

■ General Terms of Business (I)

Commercial traders / Companies as customers

To the extent that we act on behalf of commercial traders and such customers as equate to commercial traders as defined in the law governing rights in respect of general terms of business, the following General Terms of Business apply:

1. For the purposes of carrying out the orders we accept, only such persons as are reliable are deployed. All orders are carried out using our technical expertise and experience. Special requests and instructions from the customer must be made in writing, as must any subsequent changes to the agreements made.
2. Complaints of any kind relating to the execution of a given order are to be submitted to the company management without delay so that corrective measures can be taken. Should the violations concerned be of such a significant nature that the purpose of the contract is put at risk, the customer is entitled to cancel the contractual relationship without notice, providing the company management has been notified in writing without delay and no corrective action is taken within the appropriate period of time set.
3. In cases of force majeure, the company is entitled to interrupt or appropriately amend the execution of orders to the extent that their execution is not possible. The customer is not obliged to pay the respective charges during the period of interruption in the execution of the given order.
4. The agreed remuneration is due without deduction immediately following completion of services rendered. In the case of cash collection services, the company is entitled to take the amount due to it by way of remuneration from the cash collected.
5. No amounts due may be offset against the remuneration claims of the company **nor is the customer entitled to assert his right to withhold payment to the extent that the claims concerned are neither undisputed nor court-approved.**
6. Notwithstanding its liability in accordance with § 276 Section 11 BGB (German Civil Code), the company is liable only for damage occurring due to the gross negligence of its management and / or senior staff. In all other cases, no liability for damage can be assumed.
7. The company has third-party liability insurance coverage with the following limits:
 - a) for damage to persons up to a maximum amount of EUR 2,000,000.
 - b) for damage to property up to a maximum amount of EUR 1,000,000.
 - c) for guarded items that are lost up to a maximum amount of EUR 500,000.
 - d) for financial losses up to a maximum amount of EUR 100,000.

It undertakes to maintain the coverage offered by its third-party liability insurance up to the limits detailed under points a) to d) and to provide evidence of the existence of the third-party liability insurance coverage if required to do so.

8. **Any right to claim against the company's third-party liability insurance lapses if the customer does not notify the company in writing without delay or, in cases where the given claim is rejected by the company and / or its insurance company, the claim is not legally asserted within a period of three months following its rejection.**
9. The customer may not himself employ personnel supplied by the company for similar purposes during the term of contract and for one year following the termination of contract.

10. The contract in respect of execution of the given order is binding for the company from the point in time at which the customer receives written confirmation of order. Any contractual agreement that has been concluded also applies to any legal successors the customer may have.

Munich is the agreed place of fulfilment and court of jurisdiction.

Special agreements

Additional terms of deployment A

1. We would like to draw our customers' attention to the fact that the liability amounts set out in Section 7 of our General Terms of Business apply only for such claims as are supposedly attributable to the gross negligence of the company management or senior staff. As a rule, no insurance coverage exists for the items to be guarded simply because security service staff is deployed.
2. The customer is advised to take out insurance for the items to be guarded.
3. In the case of special security contracts, the customer is expected to ensure that particularly valuable items are not left open or unprotected in the area to be guarded, even if they are insured and security service staff is deployed; please take the necessary precautions. As far as exhibition stands are concerned, it is advisable to take the necessary steps to protect all goods and exhibits as far as possible – e.g. covering items, fixing them in place or fastening them together provides enhanced security. Under no circumstances should cash be left on the exhibition stand or in the area to be guarded, while any lockable rooms, cupboards, display cabinets and the like should be kept locked.
4. Any complaints or claims relating to our services should be reported to the relevant supervisor or manager without delay. Reports received too late or after the contract has been terminated can generally be neither accepted nor processed!

Additional terms of deployment B

1. Our staff is deployed mainly for just occasional, short periods in any given location and, as a result, is unable to familiarise itself to any extent with the specifics of the on-site facilities concerned. We would therefore ask all organizers to provide the security officer deployed by us with any instructions required. In the event that several security officers are deployed, we appoint a supervisor who is your contact for any instructions required.
2. In your capacity as customer or organizer, your right to give instructions is accepted unquestioningly by the staff we deploy to the extent that the instructions concerned remain within normal, reasonable bounds. Needless to say, you bear full responsibility for the instructions you give. We would however advise you, particularly in critical situations, to ensure your instructions are only passed on via the manager / supervisor in charge of the security service ordered.
3. Our employees are instructed by us to do all they can to support you with ensuring compliance with the regulations laid down by the police, the local administration department, the police fire service, the youth welfare office and other relevant authorities. Our aim is to keep our team as well informed as possible concerning regulatory compliance etc. and we are confident, in so doing, that many problems potentially impacting on the events can be avoided. Nevertheless, we must point out that neither our company nor our staff can be held responsible by the authorities for regulatory compliance. This is strictly a matter for the organizer, customer, etc.

Additional terms of deployment C

1. When placing the order, the customer decides on the number of security service staff required and, as such, is responsible for deployment planning. Any problems in terms of the provision of service arising from insufficient numbers of security service staff are therefore not the responsibility of the security service company.

The customer is solely responsible for compliance with and fulfilment of all conditions and regulations relevant to the venue of the given event.

In your capacity as customer, your right to give instructions is accepted unquestioningly by the staff we deploy to the extent that the instructions concerned remain within normal, reasonable bounds. Needless to say, you bear full responsibility for the instructions you give. We would however advise you, particularly in critical situations, to ensure your instructions are only passed on via the manager / supervisor in charge of the security service ordered and that these instructions are coordinated with him as required.

Return to:

Messe München GmbH – MOC Veranstaltungszentrum München
Lilienthalallee 40
80939 München | Germany
Fax +49 89 32353-499

Contact and invoicing:

Schenker Deutschland AG
Lilienthalallee 40 | 80939 München | Germany
Tel. +49 89 3241125
www.dbschenker.com/de | fairs.muenchen@dbschenker.com

Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

Please pass on our order to the official forwarding agent of Messe München GmbH:

We require the following lifting gear as marked for the indicated lifting weights for loading / unloading or installing / dismantling our exhibits and exhibition objects:

		Max. unit weight	Date of use	Starting time of use	Duration of use
Fork lift truck	Lifting capacity t				
Mobile crane	Lifting capacity t				
Others					

The above-mentioned trade fair forwarding agent has the sole forwarding rights at the MOC Veranstaltungszentrum München. This applies in particular to the use of fork lift trucks and mobile cranes. We are aware that we must expect considerable delay and higher costs for stand construction / dismantling if application for delivery / collection is submitted late.

Storage of goods / products

	Collection date	Time	Number of packages/m ³
Empties storage (see explanations on page 2)			
Full load storage (see explanations on page 2)			

An extract from the list of charges raised by forwarding agents can be found on page 2.

Office hours

Schenker is available during standard office hours
Monday–Thursday from 08:00–16:00 and Friday from 08:00–14:00
Appointments outside these hours must be agreed with Schenker.

☐ I am an entrepreneur as defined by the UStG (Law on value-added tax) – see VAT no. in address field.

Any contract agreed is concluded directly between the exhibitor and the official forwarding agent of Messe München GmbH designated above.
We are familiar with the conditions of the Messe München GmbH's accredited forwarding agent set out on page 2.

☐ I am not an entrepreneur as defined by the UStG.

☐ Invoice address deviating from that above

Ordering party (if deviating from the exhibitor) Street / P.O. Box

Postcode / Town / Country

Place / date

Company stamp and legally binding signature of exhibitor

■ Conditions of trade fair forwarding agent

a) The German General Conditions for Forwarders (ADSp) (latest version) shall apply for all orders to the official trade fair forwarding agents. The forwarding rates for trade fairs and exhibitions are available from the official forwarding agents listed and will be sent on request. German law shall prevail. Place of jurisdiction shall be Munich.

When ordering cranes and fork lift trucks it must be noted that the trade fair forwarding agents only assume liability within the scope of the ADSp. Exhibitors are therefore strongly advised to take out transport and installation insurance.

The exhibitor shall have sole liability for all damage and consequential damage resulting from the incorrect specification of weights (individual weights).

b) After award of the order, the official forwarding agents can in urgent cases act according to their discretion, while safeguarding the interests of the exhibitor, if there is no representative of the exhibitor on the stand. This shall also apply in the case of use of the cranes and fork lift trucks. This unordered work must be paid for in exceptional cases according to the forwarding rates if the intervention was necessary in the interest of the goods.

c) The liability of the official trade fair forwarding agents shall end with the placing of the exhibition goods in the exhibitor's stand, even if the exhibitor or his representative is not present. In the case of return transport this shall not commence until the goods are actually collected from the stand, even if the shipping documents have been issued previously at the office of the official forwarding agent. Storage will be undertaken by the official forwarding agent only if specially ordered and against payment.

d) Forwarding agent invoices are payable without deduction and immediately within ten days of the invoicing date. Since the invoices are usually for cash expenses, this payment deadline must be observed without fail.

Messe München GmbH's accredited forwarding agents are entitled to collect payment of expenses and charges during the trade fair, at least in the form of a down payment.

■ Explanations

1. Only packages that are actually empty can be designated and charged as **empties**. Packaging material must be made available on the stand, of suitable type for transport and if necessary bundled together. The price applies only for empties. No liability is accepted for full goods left with empties.
2. All empties / packaging must be marked with the address of the company, hall and stand number, otherwise correct return cannot be guaranteed.
3. The use of lifting vehicles and rental cranes is permitted only in connection with the official trade fair forwarding agents. In special cases, an additional agreement with the Department Events MOC is required.
4. **The information on page 1 of this form is absolutely essential for the proper processing of your order. Please fill this in carefully.**
5. Separate order by fax is required if the above-mentioned lifting devices are to be used on several days.

■ Extract

Extract from the official list of charges raised by forwarding agents applicable to Munich Trade Fair Center		EUR
3.0 t fork-lift truck	per hour	120.00
5.0 t fork-lift truck	per hour	130.00
30 t telescopic boom crane	per hour	200.00
40 t telescopic boom crane	per hour	215.00
Empties storage	per package and m ³ or part thereof	47.50
Full load storage	per package and m ³ / 100 kg or part thereof	66.50

Parts of half-hour periods of use will be rounded up to the full half hour and charged as such; travel time to and from the customer's site and the set-up time for telescopic cranes count towards the duration of use and are charged as such. For equipment a minimum period of use of one hour will be charged; for empties and full load storage a minimum of 2 m³.

■ Delivery of goods consignments

When you address goods consignments for delivery to your stand, we would ask you to include the following data on the consignment and / or inform your forwarding agent accordingly:

- Name of the event
- Hall (designation of hall: 1–4 or Atrium 3–4)
- Stand number of your exhibition stand
- Name of exhibitor
- MOC, Lilienthalallee 40, 80939 Munich, Germany

Please note that Messe München GmbH staff will not accept receipt of goods consignments intended for exhibition stands / third parties. This may only occur via the exhibitor himself or staff authorized by the exhibitor for this purpose.

■ Overtime surcharges for staff

Period	%
Overtime surcharge, from 17:00 to 20:00	25
Nighttime surcharge, from 20:00 to 06:00	50
Saturday surcharge, 06:00 to 20:00	25
Sunday surcharge, 06:00 to 20:00	50
Sunday night surcharge, from 20:00 to 00:00	100
Public holiday surcharge	100

All prices plus forwarding insurance / hook load insurance and statutory VAT.

The full list of charges raised for the Munich Exhibition Facilities are available from our service partners via the contact data stated page 3.

■ Our trade fair forwarding agent offers you the following consignment services:

- Acceptance of receipt and storage of goods consignments until such time as the staff setting up the stand arrive
- Delivery service to the stand
- Storage of full and empty packaging and delivery of same for stand dismantling purposes
- Storage of goods at close of event until shipping date

Further information on the services provided by the forwarding agents approved by Messe München GmbH are detailed on page 1 of this service form.

We advise our exhibitors not to deposit goods consignments in the halls or outdoor exhibition area unsecured during the set-up / dismantling periods. Security staff can be ordered via order form 9.1 if required.

■ Important information concerning the transport and handling of your exhibits

Schenker Deutschland AG is the official trade fair forwarding agent at the MOC Veranstaltungscenter München and offers you the following services for your trade fair presence.

Transport to event

Transport organization as per instructions to event venue.

Parcel consignments to trade fair—without handling by Schenker

Direct delivery of your goods to the exhibition stand by your own forwarding agent / courier, without handling by Schenker.

Please address consignment as follows:

MOC Veranstaltungscenter München

"Name of trade fair" c/o "exhibitor's name"

"Your hall" + "your stand no."

Lilienthalallee 40, 80939 München, Germany

Important! Please ensure in your own interest in the case of this option that you have a contact on site at the trade fair who is able to accept receipt of the consignment. If the deliverer fails to find someone on your stand who is entitled to accept receipt, the parcels will be returned to the sender or further instructions from you will be awaited. An unwelcome delay will be the result. We assume no liability for deliveries that are not received or accepted.

Alternatively:

Parcel consignments to trade fair – with handling by Schenker

Delivery of your goods to the address below by your own forwarding agent / courier. Delivery to the exhibition stand is carried out by Schenker.

Please address consignment as follows:

Schenker Deutschland AG

c/o "Trade fair name" + "exhibitor's name"

"Your hall" + "your stand no."

Lilienthalallee 40, 80939 München, Germany

Please note: for deliveries via Schenker, charges are raised for warehousing and stand delivery.

Provision of technical equipment

Provision of fork-lift trucks, motor cranes, manual pallet trucks for unloading & loading goods vehicles, as well as transport units with tools.

Storage of empty packaging

Storage of empty goods (packaging materials) incl. collection from and return to exhibition stand. The packaging is returned automatically on the last day of the trade fair in the course of the evening.

Storage of full goods

Storage of full goods (e.g. tool kits, ladders) incl. collection from and return to exhibition stand. Goods are returned exclusively after request / demand to this effect.

Outgoing consignments

Collection of part-load consignments after the event, interim storage and forwarding / transfer as per instructions.

Return transport

Organization of transport as per the customer's instructions to the destination.

Customs formalities

Handling of customs formalities incl. deposit of any customs security required.

At the MOC Veranstaltungscenter München there is no possibility of customs clearance. Please contact us for delivery address details for goods requiring customs clearance.

Order processes

Your orders can be placed via the order form 10.1 and by e-mail to the following contact addresses.

■ Your Schenker team at MOC

Contact – handling on site

Mr. Siegfried Stöger

siegfried.stoeger@dbschenker.com

Tel. + 49 89 3241125

Fax + 49 89 3241102

Customs formalities / International consignments

Mr. Tobias Wörmann

tobias.woermann@dbschenker.com

Tel. + 49 89 94924327

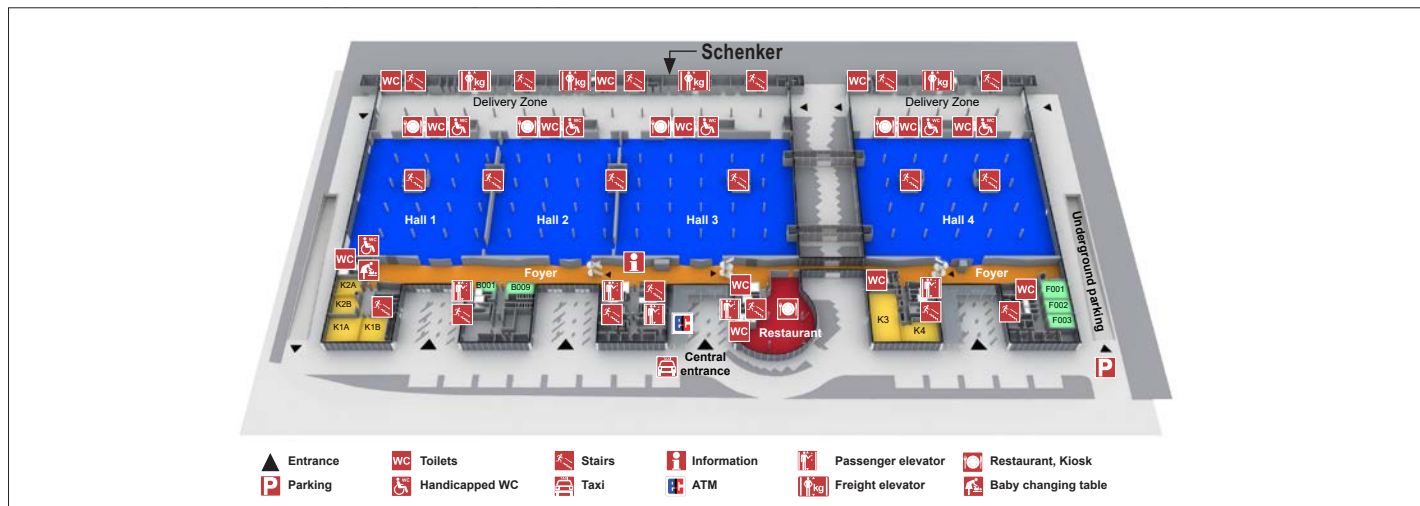
Mr. Andreas Stanglmair

andreas.stanglmair@dbschenker.com

Tel. + 49 89 94924351

Fax + 49 89 94924339

■ You can find us here



Return to:

Messe München GmbH – MOC Veranstaltungszentrum München
Lilienthalallee 40
80939 München | Germany
Fax +49 89 32353-499

Contact and invoicing:

Rudolf Stamm GmbH
Otto-Perutz-Straße 10 | 81829 München | Germany
Tel. +49 89 945-4833 | Fax +49 89 945-4830
info@rs-stamm.de | www.rs-stamm.de

Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

We herewith order the items listed below on the rental terms quoted (kindly note that your signature is required on page 2). Please note! The prices quoted are net and subject to VAT. The prices apply only for standard laying. For any special laying (stairways, rooms, landings, etc.), the time and additional material required will be charged separately.

Ribbed roll carpeting brand new

Quantity / m²	Description	Selection options / colors	EUR/m²
	for sale, incl. laying work, plastic film covering and disposal	<input type="checkbox"/> silver <input type="checkbox"/> charcoal <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> red <input type="checkbox"/> green <input type="checkbox"/> beige <input type="checkbox"/> yellow	9.00

Additional service: Removing plastic film before the start of event. Submit request via form 7.1 / Stand cleaning

Soft velvet roll carpeting brand new

Quantity / m²	Description	Selection options / colors	EUR/m²
	for sale, incl. laying work, plastic film covering and disposal	<input type="checkbox"/> silver <input type="checkbox"/> charcoal <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> red <input type="checkbox"/> green <input type="checkbox"/> beige <input type="checkbox"/> yellow	10.25

Additional service: Removing plastic film before the start of event. Submit request via form 7.1 / Stand cleaning

Primo flooring system

Quantity / m²	Description	EUR/m²
	Overall height 92–175 mm, ground clearance 52–120 mm, panels 500 x 500 mm incl. 2 cable duct covers Ø 130 mm, antistatic, fireproof to Class B1 ; Distributed load per panel 500 kg, point load (100 x 100 mm) 200 kg (100% levelling capability with laser technology)	up to 100 m² 25.50 from 100 m² 22.50

Additional equipment / services available on request (skirting board, wheelchair ramps, cable laying work, etc.)

Recy flooring system

Quantity / m²	Description	EUR/m²
	Overall height 50 mm, ground clearance 39 mm, panels 500 x 500 mm incl. 1 cable duct cover, antistatic, fireproof to Class B1 ; Distributed load per m² 40 t, point load 100 kg/cm² (no levelling capability)	up to 100 m² 15.50 from 100 m² 14.90

Additional equipment / services systems available on request (skirting board, wheelchair ramps, cable laying work etc.)

Please indicate exact size requirements in square meters as well as your choice of color and date / time for laying:

Length x width (meters)

Flooring to be laid by (date, time), at the latest

Other materials, colors, laminates or printed patterns available on request.

Ask us for an offer. Please enter the name and phone number of the contact in your company. We will be glad to call you.

Name

Tel no.

■ Rental conditions

1. The rental object is only made available for the agreed purpose and for the agreed period. An extension of the rental period shall require the written consent of the rental company. The rental company is entitled to invoice an additional rental charge if the rental object is not returned by the agreed time.
2. The rental prices are calculated according to the duration of rental on the basis of the currently valid price list. The statutory VAT is to be added. For objects rented for a trade fair or exhibition the rental prices shall also include the costs for delivery and collection of the rental object within the exhibition grounds. In other cases the valid transport cost rates for delivery and collection of the rental object will be invoiced in addition to the rental price. Invoiced rental prices are payable in full without deduction. If no agreement is made to the contrary, they are due on presentation of the invoice, at latest, however, on delivery of the rental object. Direct orders placed immediately before and during a trade fair are to be paid on award of the order. A collection charge of **EUR 15.00** will be made for foreign cheques. Charges for payments remitted abroad shall be borne by the hirer. If the hirer is in default of payment, interest on arrears amounting to 5 % over and above the current discount rate of the Deutsche Bundesbank shall be charged. Should an invoice need to be re-issued due to false or incorrect data supplied by the exhibitor, the rental company is entitled to charge an administrative fee of EUR 50.00 plus VAT. This charge will be set off against the new invoice to be issued.
3. For loss or damage of the rental object compensation amounting to the cost of replacement may be claimed from the hirer or the cost of repair if this does not exceed the replacement value. Liability shall commence with the takeover of the rental object by the hirer and end with its collection by the rental company. In the case of objects rented for a trade fair, liability shall commence with delivery to the exhibition stand and end when it is collected from there. This shall also apply if the exhibition stand is not occupied. Liability shall end 24 hours after the end of the trade fair at the latest, unless the rental object was not made available for collection or another collection date has been agreed. The rental company shall not be liable for damage to property or injury to persons in connection with the use of the rental object unless it is due to wilful action or gross negligence on the part of the rental company.
4. The rental object is not insured. Insurance of the rental object for the period of a trade fair, including the stand construction and dismantling period, is recommended.
Please note and mark appropriately:
The rental object is to be insured by the service partner. The insurance premium amounts to 3% of the rent paid and will be charged additionally to the hirer.
☐ **We require no insurance coverage and are liable for any damage and loss in accordance with the above rental conditions.**
5. All orders with no specified date will be delivered in good time so that the rental object is available at the start of the fair. After the end of the fair the rental object will be collected as quickly as possible. The hirer must make the rental object available for collection. If delivery or collection of the rental object is prevented by fault of the hirer, the rental company shall be entitled to charge for any additional expenditure incurred. Hirers collecting rental objects themselves are hereby notified that the objects may only be transported in suitable closed vehicles. In the event of default of payment, the rental company reserves the right to refuse delivery of the rental object or to fetch back delivered objects at an earlier date.
6. Rental objects ordered in advance and reserved but not taken delivery of will be charged to the customer in full. If it is possible to rent them to somebody else, the customer shall bear the costs incurred for delivery and collection and for any potential loss of rental fees. In cases of unforeseeable damage, the rental company reserves the right to supply equivalent or better replacement objects in place of the ordered rental objects. No claims can be asserted as a result of such replacements.
7. Any complaints the hirer may have must be made within 24 hours of the items concerned having been delivered. Any complaints made after this time will not be accepted.
8. Place of performance and jurisdiction for the hirer and rental company shall be the registered office of the rental company. The laws of the Federal Republic of Germany shall apply even for transactions with foreign customers

The contract shall exist directly between the exhibitor and the contracting company of Messe München GmbH.

■ Method of payment

Please indicate your method of payment (Invoice original will be sent to you by mail)

- ☐ **SEPA direct debit mandate (from German bank only)**
This one-off amount is to be deducted from the account stated.

Bank name

IBAN code

SWIFT/BIC

- ☐ **Bank transfer in advance to account mentioned below**

Bank: HypoVereinsbank München
Bank code: 70020270 Account no.: 46105680
IBAN: DE44 7002 0270 0046 1056 80 SWIFT (BIC): HYVEDEMMXXX

Our creditor identification number for the SEPA DD is:
DE46ZZZ00000504899

Place / date

Company stamp and legally binding signature of exhibitor

Contact and invoicing:

Planter's Punch GmbH
Klausnerring 14 | 85551 Heimstetten | Germany
Tel. +49 89 9006808-0 | Fax +49 89 9006808-9
planter@planterspunch.de | www.planterspunch.de

Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

We herewith order the following on the rental terms quoted (kindly note that your signature is required on page 4).

Please note: kindly order vessels/cover pots for rental plants separately via page 2 of this form.

■ Palms

Quantity	Plant	Height/cm	EUR/unit
	Areca palm with attractive, feathery fronds. Cover pot up to 45 cm. Suitable for indoors only.	150	32.00
		180	40.00
		210	48.00
		250	60.00
		300	70.00
	Kentia palm with delicate fronds. Cover pot up to 45 cm. Suitable for indoors only.	150	32.00
		180	40.00
		210	48.00
		250	59.00
		300	70.00
	Phoenix palm, graceful, mid-green palm fronds, should be freestanding. Cover pot 55 cm.	200	46.00
		250	58.00
		300	70.00
	Chamaerops palm Sturdy palms, also suitable for outdoor use.	180–200	45.00
		240	60.00
		400	190.00

	Box sphere – best combined with the tall vessel Lechuza Cubico. Suitable for indoors and outdoors.	40	28.00
		60	35.00
		80	45.00
	Laurel pyramid Attractive, dense foliage, suitable for indoors and outdoors. Cover pot up to 45 cm, from 230 cm, up to 60 cm high.	130	28.00
		180	40.00
		220	55.00
		250	70.00
	Laurel high-stem	140	28.00
		180	42.00
		220	55.00
	Bamboo Delicate, light green, suitable for indoors and outdoors. Cover pot up to 50 cm.	180	35.00
		220	42.00
		260	50.00
		300	55.00
		400	70.00
	Citrus tree With or without fruit depending on season, suitable for indoors and outdoors. Beautiful in a tall vessel.	140	35.00
	Olive tree From 200 cm in height, strong tree with attractive trunk and robust top. Suitable for indoors and outdoors. Cover pot from 50 cm.	140	25.00
		200	60.00
		250	100.00
	Hedge element	80 x 30	from 60.00
	Thuja column on request, varies depending on season.	190	35.00

■ Broad-leaved / Woody Plants, Shrubs

Quantity	Plant	Height/cm	EUR/unit
	Ficus benjamina Evergreen classic with dense foliage. Cover pot up to 45 cm. Suitable for indoors only.	150	25.00
		180	35.00
		210	45.00
	Ficus allii with longish leaves. Cover pot up to 40 cm. Suitable for indoors only.	140	25.00
		180	35.00
	Box cone	80	20.00
		120	30.00
		150	50.00

Cacti

Quantity	Plant	High in cm	EUR/unit
	Euphorbia cactus	150	45.00
	Echino cactus	40	25.00

Vessels / Cover Pots

Quantity	Plant	Size in cm	EUR/unit
	Lechuza Classico, matt silver	up to 43	8.50
		50–68	15.00
	Lechuza, white	up to 43	8.50
		50–68	15.00
	Lechuza Cubico, silver, white or charcoal	75 x 40	25.00
	Cube, charcoal	40	12.00
		50	15.00
		60	25.00
	Tall vessel, charcoal	80 x 40	25.00
		120 x 30	25.00
	Terracotta, light / dark	up to 45	6.00
		50–68	15.00
	Lechuza Classico, charcoal	up to 43	8.50
		50–68	15.00
	Lechuza Cararo, charcoal	30 x 75	30.00
	Illuminated vessel	150 x 63	40.00

Complete Arrangements – Rental Goods

Quantity	Complete vessels	Height in cm	EUR/unit
	Floor vessel 01* L 75 x W 30/H 50 cm – with sansevieria mikado	120	80.00
	Floor vessel 02* L 75 x W 30/H 50 cm – with spathiphyllum	130	55.00
	Floor vessel 03* L 75 x W 30/H 50 cm – with cherry laurel	120	50.00
	Tall vessel 04* L 40 x W 40/H 75 cm – with bamboo stems	220	45.00
	Tall vessel 05* L 40 x W 40/H 75 cm with bamboo stems	220	45.00
	Tall vessel 06* L 40 x W 40/H 75 cm with sansevieria mikado	150	80.00
	Tall vessel 07* L 40 x W 40/H 75 cm with sansevieria mikado	150	80.00
	Tall vessel 08* L 40 x W 40/H 75 cm with bushy box	100	45.00
	Tall vessel 09* L 40 x W 40/H 75 cm with sansevieria laurenti	140	45.00
	Tall vessel 10* L 40 x W 40/H 75 cm with spathiphyllum	140	45.00
	Tall vessel 11* L 40 x W 40/H 75 cm with zamioculca	150	45.00

	Tall vessel 12* L 40 x W 40/H 75 cm with areca palm	180	55.00
	Tall vessel 13* L 40 x W 40/H 75 cm with euphorbia tirucalli	180	70.00
	Tall vessel 14* L 40 x W 40/H 75 cm with cone-shaped boxtree	140	60.00
	Room divider 15* L 100 x W 40/H 40 cm with bamboo stems	200	110.00

*see illustrations on page 6

Lectern Arrangements

Quantity	Lectern arrangements	EUR/unit
	as agreed	from 100.00

Floor Vases

Quantity	Floor vases	EUR/unit
	according to your wishes	from 150.00

Table Arrangements for Bistro Tables

Quantity	Table arrangements	EUR/unit
	Table arrangement 01*, glass cube 10 x 10 cm, height 10 cm, white rose	10.00
	Table arrangement 02*, glass cube 10 x 10 cm, height 12 cm, gerbera	10.00
	Table arrangement 03*, glass cube 10 x 10 cm, height 20 cm, orange	15.00
	Table arrangement 04* white cube 10 x 10 cm, height 15 cm, tulips	15.00
	Table arrangement 05*, glass vase Ø 10 cm, height 10 cm, red rose	10.00
	Table arrangement 06* glass vessel, orange / black gravel, height 12 cm, gerbera	15.00
	Table arrangement 07*, glass vessel Ø 10 cm, calla + white gravel, blue thistle, height 15 cm	18.00
	Table arrangement 08*, glass cube 10 x 10 cm, yellow gerbera, white gravel, height 10 cm	12.00
	Table arrangement 09*, glass vessel Ø 10 cm red caribea, berries, green gravel, height 15 cm	25.00
	Table arrangement 10* glass vessel Ø 10 cm, yellow gerbera, natural gravel, horsetail, height 12 cm	14.00

*see illustrations on page 6

Large Table Arrangements

Quantity	Table arrangements	EUR/unit
	Table arrangement 11* white cube 12 x 12 cm, height 20 cm, white calla	18.00
	Table arrangement 12* glass vase, round Ø 17 cm, height 15 cm, orchid	25.00
	Table arrangement 13* white cube 12 x 12 cm, height 25 cm, caribea + gerbera	25.00
	Table arrangement 14* glass vase long 15 x 8 x 4 cm, height 15 cm, yellow calla	15.00

	Table arrangement 15* glass vase long 15 x 8 x 4 cm, height 15 cm, succulent + ranunculus	20.00
	Table arrangement 16* glass vase long 15 x 8 x 4 cm, height 20 cm, calla	20.00
	Table arrangement 17* glass cube 12 x 12 cm, height 20 cm, white calla	20.00
	Table arrangement 18* glass vase round Ø 15 cm, height 15 cm, rose	15.00
	Table arrangement 19* glass cube 15 x 15 cm, blue hydrangea, white roses, height 15 cm	20.00

*see illustrations on page 7

Counter Arrangements

Quantity	Counter Arrangements	EUR/unit
	Counter arrangement 01*, glass cube 15 x 15 cm, height 30 cm, orange	45.00
	Counter arrangement 02*, glass dish Ø 15 cm, height 20 cm, gerbera	30.00
	Counter arrangement 03*, glass dish Ø 20 cm, height 35 cm, white anthurium	40.00
	Counter arrangement 04*, glass dish Ø 20 cm, height 50 cm, white calla	45.00
	Counter arrangement 05*, glass vase Ø 15 cm, height 25 cm, strelitzia	30.00
	Counter arrangement 06*, glass vase Ø 15 cm, height 40 cm, caribea	30.00
	Counter arrangement 07*, glass vase, round Ø 17 cm, height 15 cm, orchid	20.00
	Counter arrangement 08*, glass cylinder Ø 18 cm, height 50 cm, caribea	45.00
	Counter arrangement 09*, glass cylinder Ø 24 cm, height 70 cm, caribea	60.00
	Counter arrangement 10*, glass cylinder Ø 24 cm, height 70 cm, orchid	65.00
	Counter arrangement 11*, glass cylinder Ø 24 cm, height 90 cm, calla + twigs	65.00
	Counter arrangement 12*, glass cylinder Ø 24 cm, height 90 cm, ginger blossom + reeds, red	90.00
	Counter arrangement 13*, white cube 15 x 15 cm, height 40 cm, yellow calla	45.00
	Counter arrangement 14*, white cube 10x10 cm, height 40 cm, orchid	30.00

	Counter arrangement 15* white cube 15 x 15 cm, height 25 cm, orchid	45.00
	Counter arrangement 16* glass vase long 15 x 8 x 12 cm, orange calla, horizontal	55.00
	Counter arrangement 17* glass cylinder Ø 20 cm, height 40 cm, lilac calla, hydrangea, natural gravel	85.00
	Counter arrangement 18* glass cube 12 x 12 cm, height 70 cm, strelitzia, gerbera, orange gravel	70.00
	Counter arrangement 19* glass cube 45 x 15 cm, height 45 cm, white gerbera, green chrysanthemums	95.00
	Counter arrangement 20* glass cylinder Ø 20 cm, height 70 cm, strelitzia and lemons	70.00

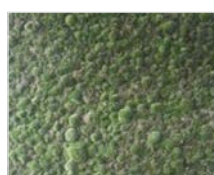
*see illustrations on page 7 and 8

Floor Vases with Dried Floral Arrangements

Quantity	Floor arrangements	EUR/unit
	Tall vessel 01*, L 40 x W 40/H 75 Lechuza Cubico, woven with natural twigs and artificial flowers – vessel also available in matt silver, red, charcoal and white, total height 140–160 cm	70.00
	Tall vessel 02*, L 40 x W 40/H 75 Lechuza Cubico, matt silver with real twigs and artificial flowers – vessel also available woven and in red, charcoal and white, total height 140–160 cm	70.00
	Tall vessel 03*, L 40 x W 40/H 75 Lechuza Cubico, matt silver with black twigs and artificial flowers – vessel also available woven and in red, charcoal and white, total height 140–160 cm	70.00
	Tall vessel 04*, L 40 x W 40/H 75 Lechuza Cubico, woven with exotic matt green artificial foliage – vessel also available in matt silver, red, charcoal and white, total height 140–160 cm	50.00
	Tall vessel 05*, L 40 x W 40/H 75 Lechuza Cubico, red with twigs and light-colored artificial flowers – vessel also available in matt silver, woven, charcoal and white, total height 140–160 cm	70.00
	Tall vessel 06*, L 40 x W 40/H 75 Lechuza Cubico, red with dark stems and naturally-colored artificial blossoms – vessel also available in matt silver, woven, charcoal and white, total height 140–160 cm	70.00
	Tall vessel 07*, L 40 x W 40/H 75 Lechuza Cubico, white with artificial flowers, close-up view – vessel also available in matt silver, red, charcoal and woven, total height 140–160 cm	70.00

* see illustrations on page 8

Quantity	Floristics for	Color	Approx. price	Additional information
	Table			
	Counter			
	Floor			



Moss wall—cushion moss per m² from EUR 180.00



Planting with asparagus falcatus, height approx. 45 cm—linear meter from EUR 80.00 (without plant box)



Planting with cyperus alternifolius, height approx. 50 cm—linear meter from EUR 80.00 (without plant box)

Individual creations, plantings or floral arrangements on request.

■ General Terms and Conditions of Business governing rental goods and floristry provided by Planter's Punch GmbH (valid at the Messe München GmbH exhibition grounds)

Rental goods are supplied for the duration of the trade fair event.

The prices include the cost of delivery and collection. The invoice amount is due for payment prior to or upon delivery of the rental goods. All items in the rental plants and vessels segment are provided on a rental basis and remain the property of Planter's Punch GmbH.

We reserve the right to make delivery subject to payment in advance or direct debit from a credit card, notably in the case of orders placed by customers based abroad.

The delivery of all orders made without stipulation of a delivery date and time occurs in a timely manner such that the rental goods are available to the customer at the start of the event. Cancellation is possible up to eight days prior to the agreed delivery date. The agreed rental / purchase price is charged in full thereafter. Such rental goods as are ordered in advance and reserved but not accepted by the hirer are to be charged in full to the latter.

Liability commences with the handing over of the rental goods to the hirer and finishes two hours after the official end of the event, in the absence of any agreement to the contrary.

The contractor must have unhindered access to the rental goods. Should access to rental goods be hindered, each additional journey made for this reason is to be charged separately. Complaints must be lodged within 24 hours of delivery. Complaints lodged after this time will not be accepted.

For damage to or loss of the rental goods, claims for the replacement value can be asserted against the hirer. In the case of force majeure, the lessor reserves the right to supply equivalent goods or goods of a higher value instead of those ordered. On cut flowers and small plants, seasonal variations may occur. The place of fulfilment and jurisdiction for both the hirer and the lessor is the location of the lessor's registered office.

The law of the Federal Republic of Germany applies for all transactions including those with foreign customers.

A flat supply charge of EUR 10 per order is raised for all orders under EUR 60.

Any contract agreed is concluded directly between the exhibitor and Messe München GmbH's contracting company.

Kindly order cover pots for rental plants separately via this form on page 2 (vessels / cover pots). We would be pleased to give you a quote for the decoration, design or arrangement of your choice.

All prices listed on the order forms are net and subject to statutory VAT.

Fax: +49 89 9006808-9
E-Mail: planter@planterspunch.de

■ Method of Payment

Orders payable via direct debit from a credit card

☐ MasterCard ☐ Visa Card ☐ AMEX Card

Name of holder

Card number

Card validation number (3- or 4-digit code on rear of card)

Valid until

Orderer (if different from the exhibitor)

Contact

VAT no.

E-mail

Street / P.O. Box

Tel. with area code and ext.





























Fax with area code and ext.

Country / Town / Postcode

Place / date

Company stamp and legally binding signature of exhibitor

Kindly order cover pots for rental plants separately via page 2 of this form (vessels / cover pots).

<p>Palms</p>	 <p>Areca palm</p>	 <p>Kentia palm</p>	 <p>Phoenix palm</p>	 <p>Chamaerops palm</p>	<p>Leafy shrubs</p>
 <p>Ficus benjamina</p>	 <p>Ficus allii</p>	 <p>Box cone</p>	 <p>Box sphere</p>	 <p>Laurel pyramid</p>	 <p>Laurel high-stem</p>
 <p>Bamboo</p>	 <p>Citrus tree</p>	 <p>Olive tree</p>	 <p>Hedge element</p>	 <p>Thuja column</p>	<p>Cacti</p>
 <p>Euphorbia cactus</p>	 <p>Echino-Kaktus</p>	<p>Cover pots / Vessels</p>	 <p>Lechuza Classico, matt silver</p>	 <p>Lechuza, white</p>	 <p>Lechuza Cubico, silver</p>
 <p>Cube, charcoal</p>	 <p>Tall vessel, charcoal</p>	 <p>Terracotta, light / dark</p>	 <p>Lechuza Classico, charcoal</p>	 <p>Lechuza Cararo, charcoal</p>	 <p>Illuminated vessel</p>
 <p>Lechuza Cubico, white</p>	 <p>Lechuza Cubico, charcoal</p>				

Rental goods
Complete vessels



Floor vessel 01
L 75 x W 30/H 50 cm –
with sansevieria mikado



Floor vessel 02
L 75 x W 30/H 50 cm –
with spathiphyllum



Floor vessel 03
L 75 x W 30/H 50 cm –
with cherry laurel



Tall vessel 04
L 40 x W 40/H 75 cm
with bamboo stems



Tall vessel 05
L 40 x W 40/H 75 cm
with bamboo stems



Tall vessel 06
L 40 x W 40/H 75 cm
with sansevieria mikado



Tall vessel 07
L 40 x W 40/H 75 cm
with sansevieria mikado



Tall vessel 08
L 40 x W 40/H 75 cm
with bushy boxtree



Tall vessel 09
L 40 x W 40/H 75 cm
with sansevieria laurenti



Tall vessel 10
L 40 x W 40/H 75 cm
with spathiphyllum



Tall vessel 11
L 40 x W 40/H 75 cm
with zamioculca



Tall vessel 12
L 40 x W 40/H 75 cm
with areca palm



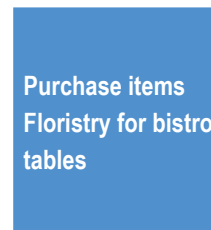
Tall vessel 13
L 40 x W 40/H 75 cm
with euphorbia tirucalli



Tall vessel 14
L 40 x W 40/H 75 cm
with boxtree cone



Room divider 15
L 100 x W 40/H 50 cm
with bamboo stems



Purchase items
Floristry for bistro
tables



Table arrangement 01
glass cube 10 x 10 cm,
height 10 cm, white rose



Table arrangement 02
glass cube 10 x 10 cm,
height 12 cm, gerbera



Table arrangement 03
glass cube 10 x 10 cm,
height 20 cm, orange



Table arrangement 04
white cube 15 x 10 cm,
height 25 cm, tulips

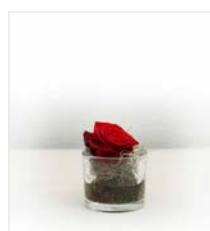


Table arrangement 05
glass vase Ø 10 cm,
height 10 cm, red rose

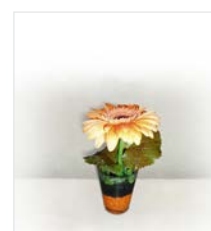


Table arrangement 06
glass vessel with gravel,
black+orange,
height 12 cm, gerbera



Table arrangement 07
glass vase Ø 10 cm, white
calla+gravel, blue thistle,
height 15 cm



Table arrangement 08
white cube 10x10 cm,
yellow gerbera, white
gravel, height 10 cm



Table arrangement 09
glass vase Ø 10 cm,
red caribea, berries,
green gravel, height 15 cm



Table arrangement 10
glass vase Ø 10 cm,
yellow gerbera, natural gra-
vel, horsetail, height 12 cm

Purchase items
Large table
arrangements



Table arrangement 11
white cube 12 x 12 cm,
height 20 cm, calla



Table arrangement 12
glass vase round Ø 17 cm,
height 15 cm, orchid



Table arrangement 13
white cube 12 x 12 cm,
height 25 cm, caribea +
gerbera



Table arrangement 14
glass vase, long 15 x 8 cm,
height 15 cm, yellow calla



Table arrangement 15
glass vase, long 15 x 8 cm,
height 15 cm, succulent +
ranunculus



Table arrangement 16
glass vase, long 15 x 8 x
4 cm, height 20 cm, calla



Table arrangement 17
glass cube 12 x 12 cm,
height 20 cm, white calla



Table arrangement 18
glass vase, round Ø 15 cm,
height 15 cm, rose



Table arrangement 19
glass cube 15x15 cm
height 15 cm, blue
hydrangea, white roses

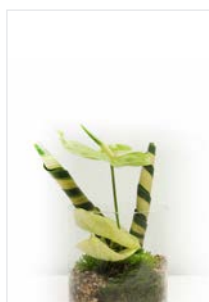
Purchase items
Counter



Counter arrangement 01
glass cube 15 x 15 cm,
height 30 cm, orange rose



Counter arrangement 02
glass dish Ø 15 cm,
height 20 cm, gerbera



Counter arrangement 03
glass dish Ø 20 cm,
height 35 cm, white
anthurium



Counter arrangement 04
glass dish Ø 20 cm,
height 50 cm, white calla



Counter arrangement 05
glass vase Ø 15 cm,
height 25 cm, strelitzia



Counter arrangement 06
glass vase Ø 15 cm,
height 40 cm, caribea



Counter arrangement 07
white cube 12 x 12 cm,
height 25 cm, calla + rose



Counter arrangement 08
glass cylinder Ø 18 cm,
height 50 cm, caribea



Counter arrangement 09
glass cylinder Ø 24 cm,
height 70 cm, caribea



Counter arrangement 10
glass cylinder Ø 24 cm,
height 70 cm, orchid



Counter arrangement 11
glass cylinder Ø 24 cm,
height 90 cm, calla + twigs



Counter arrangement 12
glass cylinder Ø 24 cm,
height 90 cm, ginger
blossom + reeds, red



Counter arrangement 13
white cube 15 x 15 cm,
height 40 cm, yellow calla



Counter arrangement 14
white cube 10x10 cm,
height 40 cm, orchid



Counter arrangement 15
white cube 15 x 15 cm,
height 40 cm, orchid



Counter arrangement 16
glass cube long 15 x 8 cm,
orange calla, horizontal



Counter arrangement 17
glass cylinder Ø 20,
height 40 cm, lilac calla,
hydrangea, natural gravel



Counter arrangement 18
glass cube 12x12 cm,
height 70 cm, strelitzia,
gerbera, orange gravel

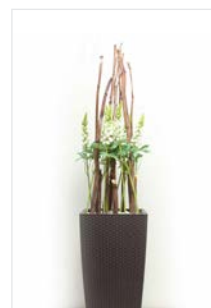


Counter arrangement 19
glass cube 45 x 15 cm,
height 45 cm, gerbera,
white chrysanthemums



Counter arrangement 20
glass cylinder Ø 20,
height 70 cm, strelitzia and
lemons

Rental goods
Floor vases
with dried floral
arrangements



Tall vessel 01 Lechuza,
Cubico, 40 x 40 cm,
height 140–160 cm



Tall vessel 02 Lechuza,
silver 40 x 40 cm,
height 140–160 cm



Tall vessel 03 Lechuza,
silver, black twigs,
40 x 40 cm,
height 140–160 cm



Tall vessel 04 Lechuza,
woven,
L 40 x W 40/H 75 cm,
total height 140–160 cm



Tall vessel 05 Lechuza,
red,
L 40 x W 40/H 75 cm,
total height 140–160 cm



Tall vessel 06 Lechuza,
red,
L 40 x W 40/H 75 cm,
total height 140–160 cm



Tall vessel 07 Lechuza,
white,
L 40 x W 40/H 75 cm,
total height 140–160 cm

Return to:

MEPLAN GmbH
Olof-Palme-Straße 1 | 81829 München | Germany
Tel. +49 89 949-24980 | Fax +49 89 949-24989
service@meplan.de | www.meplan.com



Service quality tested
as a service partner of
Messe München

Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

We herewith order on the rental terms quoted (kindly note that your signature is required on page 10):

■ Seating

Quantity	Item no.	Description	Color selection	EUR/unit
	ST1	Chair Munich , frame: chrome, seat upholstery seating height: 45 cm, chair width: 51 cm	<input type="checkbox"/> black <input type="checkbox"/> charcoal <input type="checkbox"/> red <input type="checkbox"/> blue <input type="checkbox"/> light gray <input type="checkbox"/> green	19.50
	ST2	Upholstered chair Asti , frame: chrome, seat upholstery, seating height: 47 cm, chair width: 45 cm	charcoal	21.00
	ST3	Chair Luna , frame: chrome, seat plastic, seating height: 48 cm, chair width: 52 cm	<input type="checkbox"/> black <input type="checkbox"/> red <input type="checkbox"/> yellow <input type="checkbox"/> gray	14.50
	ST4	Chair Vita , frame: chrome, seat wood, seating height: 43 cm, chair width: 43 cm	<input type="checkbox"/> black <input type="checkbox"/> white <input type="checkbox"/> blue <input type="checkbox"/> pink <input type="checkbox"/> natural beech	19.50
	ST5	Chair Eames , frame: maple/steel, seat plastic, seating height: 41 cm, chair width: 47 cm	white	49.00
	ST6	Chair Babila , frame: powder-coated white, seat plastic, seating height: 46.5 cm, chair width: 48 cm	<input type="checkbox"/> white <input type="checkbox"/> gray <input type="checkbox"/> sand	22.50
	ST7	Chair Kuadra XL , frame: chrome, seat plastic, seating height: 46 cm, chair width: 51 cm, also available with row connectors	<input type="checkbox"/> black <input type="checkbox"/> white	19.50
	ST8	Chair Blabla , frame: chrome, seat plastic, seating height: 44 cm, chair width: 60 cm	<input type="checkbox"/> orange <input type="checkbox"/> black <input type="checkbox"/> transparent <input type="checkbox"/> ivory <input type="checkbox"/> white	27.00
	ST9	Chair Orbit , frame: chrome, shell plastic, seating height: 45 cm, chair width: 51 cm, shell plastic	ivory	27.50
	ST10	Chair Swing , frame: chrome, seat/back leather seating, seating height: 44 cm, chair width: 56 cm	black	22.50
	ST12	Chair Net , frame: chrome matt, netting seat and back, seating height: 44 cm, chair width: 40 cm	<input type="checkbox"/> gray <input type="checkbox"/> black	22.50
	ST13	Chair Catifa , frame: chrome, seat: white plastic, back: gray, seating height: 45 cm, chair width: 48 cm	<input type="checkbox"/> light gray <input type="checkbox"/> green <input type="checkbox"/> red <input type="checkbox"/> mocha <input type="checkbox"/> blue	34.00
	ST14	Chair Siena , frame: chrome, seat/back leather, seating height: 45 cm, chair width: 43 cm	<input type="checkbox"/> white <input type="checkbox"/> gray	21.50
	ST17	Chair Hay , frame: soaped oak, seat: polypropylene seating height: 46 cm, chair width: 59 cm, height 79 cm, depth 52 cm	white	45.00
	ST18	Chair Volt , polypropylene seating height: 46 cm, chair width: 51 cm, depth: 53 cm, height: 78 cm	<input type="checkbox"/> white <input type="checkbox"/> black <input type="checkbox"/> beige <input type="checkbox"/> red <input type="checkbox"/> blue <input type="checkbox"/> yellow	19.50
	ST20s	Chair Linos , frame: chrome, seat upholstery, seating height: 46 cm, chair width: 50 cm, depth: 57 cm, height: 83 cm	black	21.50
	ST21	Upholstered chair Linos Arm , frame: chrome, seating height: 46 cm, chair width: 56 cm	<input type="checkbox"/> black <input type="checkbox"/> gray	34.00
	ST22	Chair Banquet , black frame, upholstered seat, seating height 47 cm, chair width 46 cm	black	14.50

ST23	Upholstered chair Sure , white polypropylene, seat: gray seating height: 45 cm, chair width: 52 cm, depth: 52 cm, height: 86 cm	white / gray	37.50
ST25	Chair Plana , frame: plastic, seating height: 45 cm, chair width: 49 cm	<input type="checkbox"/> black <input type="checkbox"/> white	27.00
ST30	Folding chair Clap , plastic, seating height 45 cm, chair width 49 cm	<input type="checkbox"/> black <input type="checkbox"/> white	21.50
ST37	Chair Bistro , frame: tubular steel, plastic braiding seat Ø 40 cm, seating height: 47 cm	white	14.50

■ Bar Stools

Quantity	Item no.	Description	Color selection	EUR/unit
	BH1	Bar stool Monza , frame: chrome, seat upholstery imitation leather, seating height: 86 cm, stool Ø: 34 cm	white	21.00
	BH2	Folding bar stool Forli , frame: chrome, wooden seat, seating height: 74 cm, stool width: 33 x 33 cm	<input type="checkbox"/> white <input type="checkbox"/> black <input type="checkbox"/> natural	19.50
	BH3	Bar stool Zett , frame: chrome, seating height: 82 cm, stool Ø: 35 cm, seat upholstery: imitation leather	<input type="checkbox"/> white <input type="checkbox"/> black <input type="checkbox"/> beech	23.50
	BH4	Bar stool Siena Bar , frame: chrome, seat / back leather, seating height: 71 cm, stool width: 42 cm	gray	34.00
	BH5	Bar stool Carlo , frame: chrome, seat imitation leather, seating height: 77 cm, stool width Ø: 34 cm	black	28.00
	BH6	Bar stool Miura , frame: plastic, seat plastic, seating height: 78 cm, stool width: 47 cm	<input type="checkbox"/> black <input type="checkbox"/> white <input type="checkbox"/> green <input type="checkbox"/> orange <input type="checkbox"/> blue	37.00
	BH8	Bar stool Miura , height-adjustable, frame: matt-finished chrome, seat plastic, seating height: 48 – 79 cm, stool width: 38 cm	transparent	59.00
	BH11	Bar stool Babila , natural ashwood, die-cast aluminum, chair width: 36 cm, seating height: 75 cm		39.00
	BH12	Bar stool Net , frame: matt-finished chrome, netting seat and back, seating height: 77 cm, chair width: 40 cm	<input type="checkbox"/> gray <input type="checkbox"/> black	33.50
	BH13	Bar stool Catifa Bar , frame: chrome, seat: white polypropylene, colored back, seating height: 76 cm, stool width: 62 cm	<input type="checkbox"/> light gray <input type="checkbox"/> green <input type="checkbox"/> red <input type="checkbox"/> mocha <input type="checkbox"/> blue	45.00
	BH14	Bar stool Lem , frame: seat: wood, chrome stainless steel frame, height-adjustable, seating height: 66 – 79 cm, chair width: 37 cm	<input type="checkbox"/> white <input type="checkbox"/> walnut	72.00
	BH15	Bar stool Cube , frame: chrome, seat upholstery: imitation leather, seating height: 80 cm, chair size: 33 x 33 cm	<input type="checkbox"/> white <input type="checkbox"/> black <input type="checkbox"/> red	44.00
	BH19	Bar stool Cube tutto , frame: powder-coated, seat upholstery: imitation leather, chair width: 33 x 33 cm, seating height: 80 cm	<input type="checkbox"/> white <input type="checkbox"/> black	44.00
	BH16	Bar stool Lox , frame: matt-finished chrome, height-adjustable, seat upholstery black leather, stool width: 45 cm, seating height: 68 – 77 cm, height: 72 – 81 cm, depth: 45 cm	black	72.00
	BH17	Bar stool Hay Bar , frame: soaped oak, seat: polypropylene, stool width: 50 cm, seating height: 75 cm, height: 86 cm, depth: 46 cm	white	47.00
	BH18	Bar stool Volt Bar , polypropylene stool width: 49 cm, seating height: 76 cm, height: 100 cm, depth: 48 cm	<input type="checkbox"/> white <input type="checkbox"/> black <input type="checkbox"/> beige <input type="checkbox"/> red <input type="checkbox"/> blue <input type="checkbox"/> yellow	29.50
	BH20	Bar stool Coma , frame: varnished aluminum, seat: polypropylene, stool width: 50 cm, seating height: 75 cm, height: 86 cm, depth: 46 cm	<input type="checkbox"/> white <input type="checkbox"/> black <input type="checkbox"/> red	43.50

■ Tables

Quantity	Item no.	Description	Color selection	EUR/unit
	T2	Table Bari , frame: Stahlrohr, white, dimensions: depth: 70 cm, height: 72 cm width: 70 cm	tabletop white	26.00
	T3	width: 160 cm		39.50
	T4	Table Vero , frame: chrome, dimensions: depth: 70 cm, height: 72 cm, width: 70 cm	<input type="checkbox"/> tabletop white <input type="checkbox"/> tabletop black	25.00
	T6	width: 110 cm	<input type="checkbox"/> tabletop white <input type="checkbox"/> tabletop black	30.00

	T7	width: 130 cm	<input type="checkbox"/> tabletop white <input type="checkbox"/> tabletop black	35.00
	T5	Table Pisa , frame: chrome, dimensions: Tiefe: 80 cm, height: 72 cm width: 80 cm	tabletop white with black trim	29.00
	T12	width: 120 cm		36.50
	T8	Table Como , frame: chrome, dimensions: 80 cm Ø, height: 74 cm	tabletop white with black trim	37.50
	T9	Table Bistro , frame: chrome, dimensions: Ø 80 cm, height: 72 cm	tabletop white	27.50
	T11	Table Nino 70 , frame: chrome, dimensions: Ø 70 cm, height: 74 cm	<input type="checkbox"/> tabletop white <input type="checkbox"/> tabletop black <input type="checkbox"/> tabletop beech	38.50
	T11E	Table Enno 70 , frame: chrome, dimensions: 70 x 70 cm, height: 74 cm	<input type="checkbox"/> tabletop white <input type="checkbox"/> tabletop black	42.00
	T14	Table Enno 160 , frame: chrome, dimensions: 70 x 160 cm, height: 74 cm	<input type="checkbox"/> tabletop white <input type="checkbox"/> tabletop black	79.00
	T17	Table Nino 100 , frame: chrome, dimensions: Ø 100 cm, height: 74 cm	<input type="checkbox"/> tabletop white <input type="checkbox"/> tabletop black	59.00
	T18	Table Nino 80 , frame: chrome, dimensions: Ø 80 cm, height: 74 cm	<input type="checkbox"/> tabletop white <input type="checkbox"/> tabletop black	52.00
	T18g	Table Verra , frame: chrome, dimensions: 70 cm Ø, height: 75 cm	tabletop frosted glass	72.00
	T19	Table Legna , frame: chrome, dimensions: 70 cm Ø, height: 76 cm	tabletop beech	44.00
	T22	Table Dante , frame: chrome, dimensions: 120 x 50 cm, height: 72 cm	white	75.00
	T23	Table Pepe , frame: powder-coated metal, tabletop: MDF dimensions: 60 cm Ø, height: 75 cm	white	49.00
	T25	Table Milano , frame: chrome, foldable, dimensions: 80 x 120 cm, height: 75 cm	<input type="checkbox"/> tabletop gray <input type="checkbox"/> tabletop white, black trim	32.00
	T32	Table Ypsilon , frame: aluminum, polished, dimensions: 60 cm Ø, height: 72 cm	<input type="checkbox"/> tabletop white <input type="checkbox"/> tabletop black	48.00
	T36	Table Stylus , frame: white metal, powder-coated, dimensions: 70 x 70 cm, height: 73 cm	white	60.00
	T40	Table Conference , frame: chrome, boat-shaped, dimensions: 80/70 x 160 cm, height: 72 cm	tabletop light gray	149.00
	T50	Table Turin , frame: natural aluminum, width: 80 cm, height: 74 cm, length: 120 cm	tabletop white	79.00
	T55	length: 160 cm		89.00
	T57	length: 200 cm		99.00
	T50mB	length: 120 cm	tabletop gray with white trim	109.00
	T55mB	length: 160 cm		119.00
	T57mB	length: 200 cm		129.00
	TN60	Table Levante 60 , melamine-faced chipboard, dimensions: 60/60 cm, height: 75 cm	tabletop white	107.00
	TN120	Table Levante 120 , melamine-faced chipboard, dimensions: 120/60 cm, height: 75 cm	<input type="checkbox"/> tabletop white <input type="checkbox"/> tabletop walnut	127.00
	TN170	Table Levante 170 , melamine-faced chipboard, dimensions: 170/60 cm, height: 75 cm	tabletop white	137.00
	K-1	Table Rustica with solid wood top, frame: metal dimensions: K-1 150 cm wide, 50 cm deep, 80 cm high	tabletop natural wood	15.00
	K-3	K-3 200 cm wide, 60 cm deep, 80 cm high		

■ High Tables

Quantity	Item no.	Description	Color selection	EUR/unit
	T15	High table Nino High , frame: chrome, dimensions: 70 cm Ø, height: 110 cm	<input type="checkbox"/> tabletop white <input type="checkbox"/> tabletop black	42.00
	T15E	High table Enno High 70 , frame: chrome, dimensions: 70 x 70 cm, height: 110 cm	<input type="checkbox"/> tabletop white <input type="checkbox"/> tabletop black	42.00
	T16	High table Enno High 160 , frame: chrome, dimensions: 70 x 160 cm, height: 110 cm	<input type="checkbox"/> tabletop white <input type="checkbox"/> tabletop black	79.00

	T28	High table Verra High , frame: chrome, dimensions: 70 cm Ø, height: 110 cm	tabletop frosted glass	78.00
	T30	High table Lido High , frame: white, foldable, dimensions: 70 cm Ø, height: 110 cm	white	27.00
	T31	High table Dante High , frame: chrome, dimensions: 120 x 50 cm, height: 112 cm	white	85.00
	T33	High table Ypsilon High , frame: aluminum, polished, dimensions: 60 cm Ø, height: 110 cm	<input type="checkbox"/> white <input type="checkbox"/> black	53.00
	T37	High table Stylus High , powder-coated metal, dimensions: 60 x 60 cm, height: 110 cm	white	65.00
	THUS	High table Stretch , (Lido high table with stretch cover), dimensions: 70 cm Ø, height: 110 cm	<input type="checkbox"/> blue <input type="checkbox"/> green <input type="checkbox"/> yellow <input type="checkbox"/> red <input type="checkbox"/> white <input type="checkbox"/> charcoal	53.00
	T60	High table Levante High 60 , melamine-faced chipboard, dimensions: 60 x 60 cm, height: 110 cm	white	110.00
	T120	High table Levante High 120 , melamine-faced chipboard, dimensions: 120 x 60 cm, height: 110 cm	white	130.00
	T170	High table Levante High 170 , melamine-faced chipboard, dimensions: 170 x 60 cm, height: 110 cm	white	140.00

Lounge Furniture

Quantity	Item no.	Description	Color selection	EUR/unit
	CB1	Armchair Imola , frame: chrome, upholstery leather, dimensions: 80 x 77 cm, 72 cm in height	<input type="checkbox"/> black <input type="checkbox"/> white	149.00
	CB2	Couch Imola double , frame: chrome, upholstery leather, dimensions: 130 x 77 cm, 72 cm in height	<input type="checkbox"/> black <input type="checkbox"/> white	299.00
	CB3	Armchair Oxford , vintage-style tufted imitation leather, seating height: 45 cm, dimensions: 105 x 90 cm, 70 cm in height	dark brown	169.00
	CB4	Couch Oxford triple , vintage-style tufted imitation leather, seating height: 45 cm dimensions: 198 x 90 cm, 70 cm in height	dark brown	299.00
	ST16	Armchair Rondo , upholstery imitation leather, dimensions: 70 cm in width, 58 cm in depth, 79 cm in height	<input type="checkbox"/> black <input type="checkbox"/> white	66.00
	ST24	Armchair Galaxy , frame: chrome, seat: upholstery, seating height: 41 cm, dimensions: 68 cm width, 63 cm in depth, 81 cm in height	<input type="checkbox"/> gray <input type="checkbox"/> purple	98.00
	ST26	Armchair Arena , imitation leather, dimensions: 67 cm in width, 68 cm in depth, 75 cm in height	<input type="checkbox"/> black <input type="checkbox"/> white	59.00
	ST27	Armchair Cubico , upholstery imitation leather, dimensions: 63 cm in width, 55 cm in depth, 74 cm in height	<input type="checkbox"/> black <input type="checkbox"/> white <input type="checkbox"/> red	72.00
	ST28	Armchair Arena double , upholstery imitation leather, seating height: 44 cm, dimensions: 118 cm width, 68 cm in depth, 75 cm in height	<input type="checkbox"/> black <input type="checkbox"/> white	98.00
	LS	Seat Luca , frame: chrome, imitation leather, dimensions: 60 x 60 cm, Seating height: 45 cm	white	75.00
	LS1	Seat Luca I , frame: chrome, imitation leather, 1 back rest, dimensions: 60 x 60 cm, Seating height: 45 cm	white	100.00
	LS2	Seat Luca I , frame: chrome, imitation leather, 2 back rests, dimensions: 60 x 60 cm, Seating height: 45 cm	white	125.00
	SW	Cube seat, upholstery black imitation leather, dimensions: 43 cm in length, 43 cm in depth, 43 cm in height	black	14.50
	SL	Seat Lümmel , with fabric cover, dimensions: 31 cm in width, 53 cm in depth, 69 cm in height	<input type="checkbox"/> black <input type="checkbox"/> red	45.00
	LB45	Lounge bench Capri , imitation leather, seating height: 45 cm dimensions: 45 x 45 cm	<input type="checkbox"/> black <input type="checkbox"/> white	24.00
	LB90	dimensions: 90 x 45 cm	<input type="checkbox"/> black <input type="checkbox"/> white	55.00
	LB160	dimensions: 160 x 45 cm	<input type="checkbox"/> black <input type="checkbox"/> white	95.00
	Li1	Lounge isle Isola , upholstered imitation leather bench with backrest, seating height: 45 cm, dimensions 200 x 100 cm	white	249.00

LT	Lounge table Capri , height: 45 cm, width: 45 cm, length: 90 cm, varnished	<input type="checkbox"/> black <input type="checkbox"/> red <input type="checkbox"/> white	79.00
LT1	Lounge table Toledo , height-adjustable, frame: chrome matt, dimensions: 60 x 40 cm, height: 54–73 cm	white	70.00
LT2	Side table Lorca , frame: chrome matt, dimensions: 46 x 46 cm, height: 63 cm	white	45.00
LT3	Side table Arona , height-adjustable, frame: chrome, dimensions: 51 cm Ø, height: 56–90 cm	tabletop glass	55.00
LT4	Side table Pepe Low , frame: metal, powder-coated, varnished / veneered, dimensions: 60 cm Ø, height: 53 cm	white	47.00
LT5	Side table Levante Low 45 , melamine-faced chipboard, dimensions: 45 x 45 cm, height: 45 cm	white	62.00
LT6	Side table Levante Low 90 , melamine-faced decorative chipboard, dimensions: 45 x 90 cm, height: 45 cm	white	89.00
LW	Lounge table Lumino , illuminated, height: 46 cm, width: 43 cm, length: 43 cm	white	48.00
CTR	Couch table Verra Chouch , frame: chrome, dimensions: 70 cm / 80 cm Ø, height: 60 cm	<input type="checkbox"/> tabletop frosted glass <input type="checkbox"/> tabletop black	75.00
CT	Couch table Amalfi , frame: chrome, dimensions: 90 cm in length, 90 cm in depth, 46 cm in height	tabletop glass	130.00
EL	Standard lamp Bilbao , frame: chrome, dimensions: 102 cm in height		85.00
EL1	Standard lamp Zaragoza , frame: steel, 230 V, 53 W, dimensions: 32 cm Ø, 108 cm in height		75.00

■ Office Furniture / PC Desks

Quantity	Item no.	Description	Color selection	EUR/unit
	D1	Swivel chair Solo , frame: black plastic, seat / back upholstery, seating height: adjustable 49–60 cm, chair width: 48 cm	charcoal	37.00
	D2	Swivel chair Lusso , seat: leather, seating height: from 45 to 52 cm, chair width: 59 cm	black	75.00
	SCT120	Desk Udine , frame: silver, dimensions: 80 cm in depth, 74 cm in height, top white width: 120 cm		99.00
	SCT160	width: 160 cm		109.00
	SCT200	width: 200 cm		119.00
	SCT120 mB	width: 120 cm	with white trim	129.00
	SCT160 mB	width: 160 cm		139.00
	SCT200 mB	width: 200 cm		149.00
	RC	Cabinet on rollers , dimensions: 43.5 cm in width, 55 cm in depth, 60 cm in height	gray	65.00
	AKgr	File cabinet , lockable, wood, dimensions: 80 x 38 cm, 190 cm in height	light gray	130.00
	T35	High desk , frame: chrome, matte finish, dimensions: 85 cm width x 59 cm depth, height: adjustable from 78 to 111 cm	maple	55.00
	RP	Lectern Speech , height and inclination of top adjustable, frame: chrome plated or powder-coated	maple	130.00
	RP15	Lectern Puro Speech , varnished / veneered, dimensions: 60 cm width, 50 cm depth, 110 cm height	white	150.00
	PC3	PC work station Octa PC , lockable, frame: natural aluminum, dimensions: width 70 cm, depth 30 cm, height 100 / 120 cm	dark gray / beech	139.00
	PC15	PC work station Puro PC , lockable, dimensions: 60 x 50 cm, height 110 cm	white	160.00

■ Sideboards / Cabinets

Quantity	Item no.	Description	EUR/unit
	SB10	Sideboard Classico , lockable, color: white, dimensions: 90 cm in width, 45 cm in depth, 80 cm in height	75.00
	SB15	Sideboard Puro , lockable, color: white, dimensions: 95 cm in width, 45 cm in depth, 100 cm in height	145.00
	SBG	Sideboard Dado , lockable, color: gray, dimensions: 80 cm in width, 40 cm in depth, 80 cm in height	75.00
	TS	Counter/Cabinet Leo , color: gray/white, dimensions: 100 cm in width, 50 cm in depth, 108 cm in height, lockable	89.00
	TS2	Counter/Cabinet Vigo , color: white, dimensions: 100 cm in width, 50 cm in depth, 106 cm in height, lockable	99.00
	DG	Executive cabinet Dino , color: white, frame: natural aluminum, dimensions: 130 cm in width, 46 cm in depth, 92 cm in height, lockable	80.00
	RW	Roll-front cabinet David , lockable, color: white, dimensions: 53 cm in width, 42.5 cm in depth, 62.5 cm in height	26.00
	SF	Locker cabinet , 4 lockers, dimensions: 45 cm in width, 50 cm in depth, 180 cm in height	98.00
	P50	Display column Present , melamine-faced decorative chipboard, white; width x depth x height 50 cm	48.00
	P80	Display column Present , melamine-faced decorative chipboard, white; width x depth 50 cm, height 80 cm	55.00
	P110	Display column Present , melamine-faced decorative chipboard, white; width x depth 50 cm, height 110 cm	62.00

■ Bar / Info Counters

Quantity	Item no.	Description	Color selection	EUR/unit
	BT2	Bar counter Octa Bar , color: white, frame: natural aluminum, dimensions: 102 cm in width, 52 cm in depth, 85/110 cm in height	white	85.00
	BT2E	Bar counter Octa Corner , corner element, matches with BT2, dimensions: 52 x 52 cm (rounded), 85/110 cm in height	white	90.00
	BT3	Bar counter Octa Round , semi-circular front, can optionally be combined with Cool 140 refrigerator, lockable cabinet, top: slate-gray, dimensions: 120 x 107 cm, 90/108 cm in height	white	178.00
	IF	Information counter Octa Info , frame: white aluminum, dimensions: 103 cm in width, 52 cm in depth, 108 cm in height	white	69.00
	IFmS	IFmS: with sliding doors		95.00
	IFS	Information counter Octa Info , frame: natural aluminum, dimensions: 103 cm in width, 52 cm in depth, 108 cm in height	black	75.00
	IFSmS	IFSmS: lockable		105.00
	IF7	Information counter Maxima Info , acrylic glass, illuminated, aluminum/wood, dimensions: 108 cm in width, 68 cm in depth, 91 cm in height	<input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> green <input type="checkbox"/> yellow <input type="checkbox"/> blue	250.00
	BT7	Bar counter Maxima , acrylic glass, illuminated, aluminum/wood, dimensions: 108 cm in width, 68 cm in depth, 91/111 cm in height	<input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> green <input type="checkbox"/> yellow <input type="checkbox"/> blue	280.00
	BT7E	Bar counter Maxima Corner , matches BT 07, acrylic glass, illuminated, aluminum/shelf birch, dimensions: 68 cm in width, 68 cm in depth, 91/111 cm in height	<input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> green <input type="checkbox"/> yellow <input type="checkbox"/> blue	220.00
	BT10	Bar counter Classico Bar , lockable, color: white, frame: natural aluminum, dimensions: 95 cm in width, 45 cm in depth, 90/110 cm in height	white	100.00
	BT13	Ice-cube-bar , shelf with gray finish, dimensions: 115.5 cm in width, 55.5 cm in depth, 115.5 cm in height		200.00
	BT15	Bar counter Puro Bar , lockable, dimensions: 95 cm in width, 60 cm in depth, 90/110 cm in height	white	185.00
	BT15li	Bar counter Puro Bar Light , melamine-faced decorative chipboard, front: illuminated, dimensions: 120 cm in width, 60 cm in depth, 90/110 in height	white	290.00
	BTM	Bar counter Munich Bar , frame: white, front: semi-circular, dimensions: 173 cm in width, 70 cm in depth, 92/117 cm in height	<input type="checkbox"/> tube red <input type="checkbox"/> tube blue	215.00

■ Display Cabinets

Quantity	Item no.	Description	Color selection	EUR/unit
	TV1	Display counter Vitreo , lockable, frame: natural aluminum, dimensions: 102 cm in width, 52.5 cm in depth, 90 cm in height, height of glass: 20 cm		80.00
	TV2	Display counter Vitreo , lockable, with base cabinet, TV2 frame: natural aluminum, TV3 frame: white aluminum, dimensions: 102 x 52.5 cm in depth, 90 cm in height, height of glass: 20 cm		120.00
	TV3			120.00
	TV4	Display counter Gigante , lockable, frame: natural aluminum, dimensions: 144.5 cm in width, 70 cm in depth, 90 cm in height, height of glass: 22 cm		150.00
	TV5	Display counter Gigante , lockable, with base cabinet, frame: natural aluminum, dimensions: 144.5 cm in width, 70 cm in depth, 90 cm in height, height of glass: 22 cm		190.00
	TV7	Column-type display cabinet Pico , wood / acrylic glass, lockable body element, dimensions: 38 x 38 x 143 cm	<input type="checkbox"/> black <input type="checkbox"/> white	190.00
	TV10	Display counter Classico Glas , lockable, with base cabinet, frame: natural aluminum, dimensions: 95 cm in width, 45 cm in depth, 115 cm in height, height of glass: 25 cm		110.00
	TV15	Display counter Puro Glas light , lockable, with lighting, dimensions: 95 x 45 cm, 100 cm in height	white	235.00
	SV1	Display cabinet Vitreo High , lockable, with lighting, SV 2: with base cabinet		150.00
	SV2	frame: natural aluminum, dimensions: 104.5 cm x 55 cm, 180 cm in height, height of glass: 110 cm		195.00
	SV3	Display cabinet Gigante High , lockable, with lighting, SV 4: with base cabinet		230.00
	SV4	frame: natural aluminum, dimensions: 154 cm x 55 cm, 180 cm in height, height of glass: 110 cm		275.00
	SV7	All-glass display cabinet Verdi , lockable, with lighting, frame: aluminum, dimensions: 50 cm in width, 50 cm in depth, 180 cm in height		190.00
	SV8	All-glass display cabinet Verdi II , lockable, with lighting, frame: aluminum, dimensions: 101.4 cm in width, 50 cm in depth, 180 cm in height		260.00

■ Brochure Stands

Quantity	Item no.	Description	EUR/unit
	P1s	Brochure stand Legio , 3 white racks, frame: aluminum, dimensions: 80 cm in width, 140 cm in height	40.00
	P1	Brochure stand Legio Big , 3 racks for DIN A4 portrait format, frame: aluminum, dimensions: 30 cm in width, 140 cm in height	43.00
	P2	Brochure stand Tonda , 12 rotating racks, for DIN A4 portrait format, frame: chrome, height: 170 cm	59.00
	P4	Brochure stand Filo , 6 racks for DIN A4 portrait format, light gray, base: black, dimensions: 44 cm in width, 160 cm in height	55.00
	P5	Brochure stand Panel , 2 racks for DIN A4 portrait format, silver, anodized aluminum panel, dimensions: 27 cm in width, 29 cm in depth, 128 cm in height	72.00
	P6	Brochure stand Plexi , 4 racks for DIN A4 portrait format, silver, anodized aluminum panel, racks: acrylic glass, dimensions: 25 cm in width, 158 cm in height	82.00
	P7	Brochure stand Zick Zack , 6 acrylic glass racks for DIN A4 portrait format, dimensions: 31 cm in width, 150 cm in height	95.00
	PLS	Poster stand Enzo , DIN A4, height-adjustable, color: silver / black	28.00

■ Kitchen Equipment

Quantity	Item no.	Description	EUR/unit
	MK	Fair kitchenette Cook , with built-in 140 l refrigerator, sink, swivel tap, 2 hotplates, water boiler (5.5 kW), dimensions: approx. 100 cm in width, 90 cm in height, 60 cm in depth	195.00
	SP	Sink unit Clean , with basin, draining board, tap fitting and boiler (1.5 kW), dimensions: 100 cm in width, 85 cm in height, 50 cm in depth	110.00
	A100	Kitchen cabinet Cira , with 2 drawers and 2 doors, dimensions: 100 cm in width, 85 cm in height, 50 cm in depth	60.00
	ISM	Quick-cycle dishwasher , Power rating: 230 V / 3.5 kW, Cycle length: approx. 3 minutes, dimensions: 62 cm in width, 60 cm in depth, 84 cm in height	580.00
	GSM	Glass washer , Power rating: 230 V / 3 kW, cycle length: approx. 3 minutes, dimensions: 42.5 cm in width, 43.5 cm in depth, 75 cm in height	480.00

	HSM	Household dishwasher , Power rating: 230 V / 1.3 kW, cycle length: approx. 30 minutes, Maße: 45 cm in width, 61 cm in depth, 85 cm in height	199.00
	MW	Microwave oven , power rating 700 W, dimensions: 45 cm in width, 34 cm in depth, 30 cm in height	60.00
	KM	Coffee machine , power rating: 230 V / 1 kW, for 10 cups	42.00
	WK	Electric kettle , 1.5 l, power rating: 230 V / 1 kW	36.00
	KMJ	JURA fully automatic coffee machine with integrated grinder, water tank, bean container, integrated milk frother, power rating: 230 V / 2 kW	350.00
	KMN	Disc-filter coffee machine Nespresso , premium espresso machine 1.2 kW, dimensions: 19 x 38 cm	109.00
	KMN2	Disc-filter coffee machine Nespresso II , double espresso machine 2.4 kW, dimensions: 33 x 38 cm	149.00
	KAD	Nespresso " Decaffeinato ", decaffeinated espresso, 1 pack = 10 capsules	4.90
	KAL	Nespresso " Livanto ", well-balanced espresso, 1 pack = 10 capsules	4.90
	KAR	Nespresso " Ristretto ", strong espresso, 1 pack = 10 capsules	4.90
	KAV	Nespresso " Vivalto ", well-balanced "lungo" (110 ml), 1 pack = 10 capsules	4.90
	HPL	2-element hotplate , power rating: 230 V / 2.5 kW	35.00
	MÜ	Waste stand incl. 5 x 120 l waste bags, frame: plastic, charcoal	33.00

■ Refrigeration Units

Quantity	Item no.	Description	EUR/unit
	KS140	Refrigerator Cool 140 I , with ice compartment, dimensions: approx. 55 cm in width, 60 cm in depth, 85 cm in height	65.00
	KS300	Refrigerator Cool 300 I , with separate freezer compartment, dimensions: approx. 55 cm in width, 60 cm in depth, 162 cm in height	140.00
	FKS180	Back-bar refrigerator Bottle 180 , volume approx. 180 l, lockable, dimensions: approx. 60 cm in width, 60 cm in depth, 85 cm in height	85.00
	FKS360	Back-bar refrigerator Bottle 360 , volume approx. 360 l, lockable, dimensions: approx. 60 cm in width, 60 cm in depth, 159 cm in height	175.00
	FKS500	Back-bar refrigerator Bottle 500 , volume approx. 500 l, lockable, dimensions: approx. 76 cm in width, 66 cm in depth, 150 cm in height	195.00
	FKU360	Back-bar refrigerator Bottle 360 Air , fan-assisted refrigeration, dimensions approx.: W/D/H 60 x 61 x 164 cm	230.00
	FKG180	Back-bar refrigerator Bottle 180 Glass , with glass door, dimensions: 60 cm in width, 60 cm in depth, 85 cm in height	140.00
	FKG360	Back-bar refrigerator Bottle 360 I Glass , with glass door, dimensions: 60 cm in width, 55 cm in depth, 159 cm in height	300.00
	KS330	Refrigerator Smeg , volume approx. 200l, with freezer compartment (approx. 100l), color: red, door hinge on right, dimensions: approx. 66 cm in width, 60 cm in depth, 179 cm in height	195.00
	WKS	Wine refrigerator , 3 temperature areas, black, stainless steel door, capacity for 53 bottles, dimensions: 50 x 59 x 142 cm	250.00
	GFS300	Freezer 300 I , dimensions (W/D/H): 70 x 72 x 157 cm	180.00

■ Miscellaneous

Quantity	Item no.	Description	EUR/unit
	R1	Storage shelving , 5 white shelves, frame: aluminum, dimensions: 95 cm in width, 30 cm in depth, 185 cm in height	43.00
	R2	Plastic shelving , color: white, dimensions: 75 cm in width, 30 cm in depth, 170 cm in height	34.00
	AB	Tape barrier , post: silver, height: 76 cm, tape: black, max length: 230 cm, minimum order: 2	43.00
	S	Free-standing mirror , on wheels with adjustable tilt angle, frame: chrome, height: 175 cm, width: 60 cm	49.00
	PK	Waste-paper bin , plastic, black or gray	7.00
	PK2	Waste-paper bin , plastic, pivotable, available in various colors	11.00
	STA	Free-standing ashtray , frame: black, height: 60 cm	29.00
	SOT	Sunshade with table , wood/fabric, diameter of table: 90 cm	148.00
	TH	Bag holder Bagi , dimensions: width 40 cm, height 80 cm	37.00

	PW1	Notice board Pin , special surface (height = 120 cm), color: silver-gray	51.00
	PW1,5	dimensions: PW 1 95 cm wide, PW 1.5 136 cm wide, 250 cm in height	67.00

■ Coat Stands

Quantity	Item no.	Description	EUR/unit
	G1	Coat stand Donna , frame: chrome/black, 175 cm in height	21.00
	G2	Coat stand Garda , frame: chrome/beechn, 180 cm in height	21.00
	G3	Coat stand Drago , frame: silver-gray, 170 cm in height	21.00
	RV	Clothes rail , frame: chrome-plated, height-adjustable from 130 to 180 cm, length: 150 cm	20.00

■ Table / Chair Suites

Quantity	Item no.	Description	EUR/unit
	SG3	Table / chair suite , 1 table T4, 4 chairs ST3 black	74.50
	SG5	High table / chair suite , 1 table T15 black, 2 bar stools BH12 black	98.50
	SG6	High table / chair suite , 1 table T15 white, 2 bar stools BH3 black	80.50
	SG7	High table / chair suite , 1 table T120 white, 4 bar stools BH14	376.50
	L1	Small lounge , 2 armchairs CB1, 1 couch table CTR	336.00
	L4	Lounge suite , 2 lounge benches LB90 white, lounge bench LB160 white, 1 lounge table LT black	256.00
	L5	Table / chair suite , 1 lounge table CTR, 3 arm chairs ST16 white	246.00
	BK1	Bar / counter suite , 1 bar counter B03 with refrigerator KS140, 1 bar stool BH3 black	236.00
	BK2	Bar / counter suite , 1 bar counter BT7 with background lighting, 1 bar stool BH8, electrical connection required	308.00

■ Rental conditions

1. The rental prices quoted are for the duration of the exhibition up to a maximum of 14 days and include delivery and collection within the exhibition grounds.
2. The rental prices do not include statutory VAT and are payable either before or during the fair.
3. If the hiring party chooses not to purchase insurance through the rental company, the hiring party shall be liable for loss or damage, from time of delivery up to the return of rented items, even if the hirer has already left the stand.
4. Lost or damaged rental items will be charged at the cost of replacement.
5. Cancellation of pre-ordered and reserved furniture and appliances will only be accepted up to 14 days prior to the event. Full rental price will be invoiced for cancellations subsequent to this deadline.
6. If unforeseeable circumstances require, the rental company reserves the right to supply the hiring party with equivalent or better substitutes in place of the ordered rental items.
7. No complaints will be acknowledged after the event has ended.
8. Place of jurisdiction for both parties is Fürstentfeldbruck.

Important to note:

The rental goods will be insured. The premium amounts to three percent of the rental price and will be charged to the hirer in addition.

or:

- ☐ We do not require insurance and acknowledge our liability under the rental terms set out here.

Place / date

Company stamp and legally binding signature of exhibitor

Seating



ST1 Munich



ST2 Asti



ST3 Luna



ST4 Vita



ST5 Eames



ST6 Babila



ST7 Kuadra XL



ST8 BlaBla



ST9 Orbit



ST10 Swing



ST12 Net



ST13 Catifa



ST14 Siena



ST17 Hay



ST18 Volt



ST20 Linos



ST21 Linos Arm



ST22 Banquet



ST23 Sure



ST25 Plana



ST30 Clap



ST37 Bistro

Bar Stools



BH1 Monza



BH2 Forli



BH3 Zett



BH4 Siena Bar



BH5 Carlo



BH6 Miura



BH8 Joker
höhenverstellbar



BH12 Net



BH13 Catifa





































BH14 Lem
höhenverstellbar






































































BH15 Cube

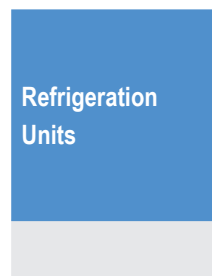
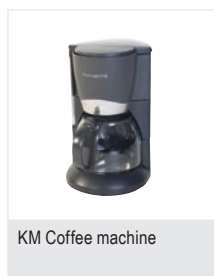
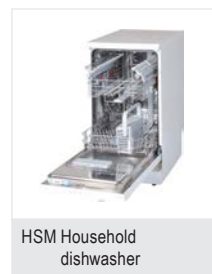
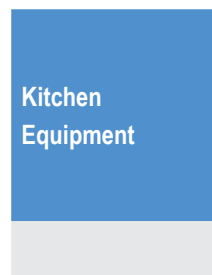
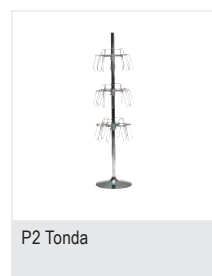
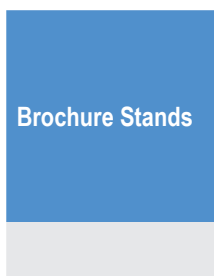

































BH19 Cube tutto

				Tables	
BH16 Lox	BH17 Hay Bar	BH18 Volt Bar	BH20 Coma		T2 Bari 70
					
T3 Bari 160	T4 Vero 70	T6 Vero 110	T5 Pisa 80	T12 Pisa 120	T7 Vero 130
					
T8 Como	T9 Bistro	T11 Nino 70	T11E Enno 70	T14 Enno 160	T18 Verra
					
T22 Dante	T23 Pepe	T25 Milano	T32 Ypsilon	T36 Stylus	T40 Conference
					
T50/55 Turin	T50 / 55mB Turin mit Blende	TN60 Levante 60	TN120 Levante 120	TN170 Levante 170	K-1 / K-3 Rustica
High Tables					
	T15 Nino High	T15E Enno High 70	T16 Enno High 160	T28 Verra	T30 Lido High

					
T31 Dante High	T33 Ypsilon	T37 Stylus High	THUS Stretch	T60 Levante High 60	T120 Levante High 120
	<div>Lounge Furniture</div>				
T170 Levante High 170					
		CB1 Imola	CB2 Imola Double	CB3 Oxford	CB4 Oxford triple
					
ST16 Rondo	ST24 Galaxy	ST26 Arena	ST27 Cubico	ST28 Arena Double	Li1 Isola
					
LS Luca	LS1 Luca I	LS2 Luca II	SW Cube	SL Lämmel	LB 45 / LB 90 / LB 160 Capri bench
					
LT Capri table	LT1 Toledo	LT2 Lorca	LT3 Arona	LT4 Pepe Couch	LT5 Levante Low 45
					<div>Office Furniture / PC Work Desks</div>
LW Lumino	CTR Verra Couch	CT Amalfi	EL Bilbao	EL1 Zaragoza	

					
D1 Solo	D2 Lusso	SCT120 / SCT160 Udine	SCT120mB / SCT160mB Udine with facing	RC Mobile pedestal cabinet	AKgr Filing cabinet, lockable
					Sideboards / Cabinets
T35 High desk	RP Speech	PC3 Octa PC	PC15 Puro PC	RP15 Puro Speech	
					
SB10 Classico	SB15 Puro	SBG Dado	TS Leo	TS2 Vigo	DG Dino
		Bar / Info Counters			
RW David	SF Locker cabinet		P50/80/110 Present	BT10 Classico Bar	BT2 Octa Bar
					
BT2E Octa Corner	BT3 Octa Round	IF / IFmS Octa Info	IFS / IFSmS Octa Info	IF7 Maxima Info	BT7 Maxima Bar
					Display Cabinets
BT7E Maxima Corner	BT13 Ice-Cube Bar	BT15li Puro Bar Light	BT15 Puro Bar	BTM Munich Bar	



					
KS300 Cool 300	FKS180 Bottle 180	FKG180 Bottle 180 Glass	FKS360 Bottle 360	FKS500 Bottle 500	FKU360 Bottle 360 Air
				Miscellaneous	
FKG360 Bottle 360 Glass	KS330 Smeg	WKS Wine refrigerator	GFS 300 Upright freezer 300 l		PK2 Wastepaper bin
					
R1n Storage shelving	R 2 Storage shelving, plastic	AB Belt barrier	S Free-standing mirror	SOT Sunshade with table	TH Bag holder
	Coat Stands / Clothes Rails				
PW1 / PW1,5 Pin		G1 Donna	G2 Garda	G3 Drago	RV Clothes rail
Table / Chair Suites					
	SG3 Table/Chair suite	SG5 High table / Chair suite	SG6 High table / Chair suite	SG7 High table / Chair suite	L 1 Small lounge
					
L 4 Lounge suite	L5 Table/Chair suite	BK1 Bar/Counter suite	BK2 Bar/Counter suite		

Contact and invoicing:

BTL Veranstaltungstechnik GmbH
Dirnismaning 26 | 85748 Garching bei München | Germany
Tel. +49 89 354760-0 | Fax +49 89 354760-29
muenchen@btl.eu | www.btl.info

Exhibitor	Hall / Stand no.	
VAT no. (EU countries)	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

We herewith order on the rental terms quoted (kindly note that your signature is required on page 4):

Inclusive prices for set-up day, duration of trade fair and dismantling day. These prices include delivery, installation, dismantling and stand-by exchange service during the trade fair! All prices are in euros and subject to VAT.

Monitors

Quantity	Item no.	Description	1 day	2 days	3 days	4 days	5 days	6 days	7 days
	01	22" LCD Touch monitor , 16:9 width-height ratio, full HD 1920 x 1080, including speakers and tabletop stand	<input type="checkbox"/> 145.00	<input type="checkbox"/> 170.00	<input type="checkbox"/> 180.00	<input type="checkbox"/> 195.00	<input type="checkbox"/> 210.00	<input type="checkbox"/> 220.00	<input type="checkbox"/> 230.00
	02	24" LCD TFT display , 16:10 width-height ratio, full HD 1920 x 1080, including tabletop stand	<input type="checkbox"/> 135.00	<input type="checkbox"/> 155.00	<input type="checkbox"/> 163.00	<input type="checkbox"/> 175.00	<input type="checkbox"/> 187.00	<input type="checkbox"/> 195.00	<input type="checkbox"/> 203.00
	03	32" LCD TFT display , 16:9 width-height ratio, full HD 1920 x 1080, including wall bracket and speakers, USB port	<input type="checkbox"/> 160.00	<input type="checkbox"/> 200.00	<input type="checkbox"/> 212.00	<input type="checkbox"/> 230.00	<input type="checkbox"/> 248.00	<input type="checkbox"/> 260.00	<input type="checkbox"/> 272.00
	04	40" LCD TFT display , 16:9 width-height ratio, full HD 1920 x 1080, including wall bracket and speakers, USB port	<input type="checkbox"/> 240.00	<input type="checkbox"/> 280.00	<input type="checkbox"/> 296.00	<input type="checkbox"/> 320.00	<input type="checkbox"/> 344.00	<input type="checkbox"/> 360.00	<input type="checkbox"/> 376.00
	05	48" LCD TFT display , 16:9 width-height ratio, full HD 1920 x 1080, including wall bracket and speakers, USB port	<input type="checkbox"/> 285.00	<input type="checkbox"/> 375.00	<input type="checkbox"/> 395.00	<input type="checkbox"/> 425.00	<input type="checkbox"/> 455.00	<input type="checkbox"/> 475.00	<input type="checkbox"/> 495.00
	06	55" LCD TFT display , 16:9 width-height ratio, full HD 1920 x 1080, including wall bracket and speakers, USB port	<input type="checkbox"/> 380.00	<input type="checkbox"/> 455.00	<input type="checkbox"/> 485.00	<input type="checkbox"/> 530.00	<input type="checkbox"/> 575.00	<input type="checkbox"/> 605.00	<input type="checkbox"/> 635.00
	07	65" LCD TFT display , 16:9 width-height ratio, full HD 1920 x 1080, including wall bracket and speakers, USB port	<input type="checkbox"/> 530.00	<input type="checkbox"/> 675.00	<input type="checkbox"/> 733.00	<input type="checkbox"/> 820.00	<input type="checkbox"/> 907.00	<input type="checkbox"/> 965.00	<input type="checkbox"/> 1,023.00
	08	Designer floorstand system for monitors from 32" to 65". Only with order for monitor.	<input type="checkbox"/> 55.00	<input type="checkbox"/> 85.00	<input type="checkbox"/> 100.00	<input type="checkbox"/> 120.00	<input type="checkbox"/> 140.00	<input type="checkbox"/> 148.00	<input type="checkbox"/> 165.00
	09	Monitors, various sizes, from 75" and larger	on request						
	10	32" Touch console , full HD 1920 x 1080, landscape, includes aluminum base, PC system (Windows w/o MS Office), height 1247 mm, 12-point multitouch screen, inclination approx. 30°	<input type="checkbox"/> 830.00	<input type="checkbox"/> 975.00	<input type="checkbox"/> 1,050.00	<input type="checkbox"/> 1,125.00	<input type="checkbox"/> 1,190.00	<input type="checkbox"/> 1,250.00	<input type="checkbox"/> 1,285.00
	11	55" Multitouch screen info kiosk , full HD, 1920 x 1080, 55 IR touch monitor in portrait format, up to six touch points. PC system (Windows, media player, w/o MS Office)	<input type="checkbox"/> 955.00	<input type="checkbox"/> 1,100.00	<input type="checkbox"/> 1,175.00	<input type="checkbox"/> 1,250.00	<input type="checkbox"/> 1,315.00	<input type="checkbox"/> 1,375.00	<input type="checkbox"/> 1,415.00

Seamless monitor walls

Quantity	Item no.	Description	1 day	2 days	3 days	4 days	5 days	6 days	7 days
	12	LCD seamless walls	on request						

■ Play-back equipment, computers & accessories

Quantity	Item no.	Description	1 day	2 days	3 days	4 days	5 days	6 days	7 days
	13	Apple MacBook Pro 15" , Quad core i7/2.3 GHz/4 GB RAM/15.4 wide screen/NVIDIA GT 650M/1440 x 900/500 GB HDD / Superdrive/ Gigabit LAN/WiFi/BT/Thunderbolt/FireWire/USB 3.0/QWERTZ/touchpad/HD camera/MacOSx	<input type="checkbox"/> 190.00	<input type="checkbox"/> 245.00	<input type="checkbox"/> 275.00	<input type="checkbox"/> 320.00	<input type="checkbox"/> 355.00	<input type="checkbox"/> 375.00	<input type="checkbox"/> 400.00
	14	Apple iMac 21,5" All-in-one , Quad core i5/2.9 GHz/8 GB RAM/1 TB HDD/NVIDIA GeForce GT 750M with 1 GB GDDR5/LED 1920 x 1080/Gigabit LAN/WiFi 802.11 a/c/BT/Mini DisplayPort/USB 3.0/SDXC card slot/wireless keyboard/Magic Mouse/HD camera/two microphones/stereo speakers	<input type="checkbox"/> 190.00	<input type="checkbox"/> 245.00	<input type="checkbox"/> 265.00	<input type="checkbox"/> 300.00	<input type="checkbox"/> 340.00	<input type="checkbox"/> 365.00	<input type="checkbox"/> 385.00
	15	Apple iMac 27" All-in-one , Quad core i5/2.9 GHz/8 GB RAM/1 TB HDD/NVIDIA GeForce GTX 660M, 512 MB/LED 2560 x 1440/gigabit LAN/WiFi/BT 4.0/Mini DisplayPort/4 * USB 3.0/Mini DisplayPort output with support for DVI, VGA and dual-link DVI/2 x Thunderbolt/wireless keyboard/Magic Mouse/HD camera/MacOSx/9.5 kg	<input type="checkbox"/> 220.00	<input type="checkbox"/> 275.00	<input type="checkbox"/> 300.00	<input type="checkbox"/> 340.00	<input type="checkbox"/> 380.00	<input type="checkbox"/> 410.00	<input type="checkbox"/> 435.00
	16	Apple add-on: Installation of Mac Office	per processor 30.00						
	17	Apple add-on: Installation of Windows und Windows Office	per processor 30.00						
	18	Apple iPad 9.7" , Tablet/16 GB WiFi/iPad case/data cable/power supply, accessories: floor or table stand system for iPads	<input type="checkbox"/> 118.00	<input type="checkbox"/> 137.00	<input type="checkbox"/> 148.00	<input type="checkbox"/> 165.00	<input type="checkbox"/> 180.00	<input type="checkbox"/> 185.00	<input type="checkbox"/> 190.00
	19	Apple iPad Air 9.7" Retina , tablet/16 GB/WiFi/power adapter/data cable/iOSx accessories: table stand, anti-theft protection on request	<input type="checkbox"/> 118.00	<input type="checkbox"/> 137.00	<input type="checkbox"/> 148.00	<input type="checkbox"/> 165.00	<input type="checkbox"/> 180.00	<input type="checkbox"/> 185.00	<input type="checkbox"/> 190.00
	20	Apple iPad Pro 12.9" Retina , tablet/128 GB/WiFi/data cable / iOSx	<input type="checkbox"/> 150.00	<input type="checkbox"/> 180.00	<input type="checkbox"/> 195.00	<input type="checkbox"/> 220.00	<input type="checkbox"/> 245.00	<input type="checkbox"/> 260.00	<input type="checkbox"/> 275.00
	21	Notebook, current model , Intel core i5, 15.6, 8 GB RAM, 1920 x 1080, incl. Windows operating system and Windows Office	<input type="checkbox"/> 155.00	<input type="checkbox"/> 192.00	<input type="checkbox"/> 215.00	<input type="checkbox"/> 245.00	<input type="checkbox"/> 265.00	<input type="checkbox"/> 280.00	<input type="checkbox"/> 300.00
	22	Medioplayer SD card, USB reader , AVI/RM/RMVB / MKV / MOV / MP4 / WEBM / DAT (VCD format) / VOB (DVD format) / MPG / TS / TP / 3GP / etc. audio formats: WMA / WMV / APE / OGG / FLAC / AAC / etc.	<input type="checkbox"/> 25.00	<input type="checkbox"/> 25.00	<input type="checkbox"/> 25.00	<input type="checkbox"/> 25.00	<input type="checkbox"/> 25.00	<input type="checkbox"/> 25.00	<input type="checkbox"/> 25.00
	23	DVD player	<input type="checkbox"/> 20.00	<input type="checkbox"/> 20.00	<input type="checkbox"/> 20.00	<input type="checkbox"/> 20.00	<input type="checkbox"/> 20.00	<input type="checkbox"/> 20.00	<input type="checkbox"/> 20.00
	24	Blu-ray player	<input type="checkbox"/> 25.00	<input type="checkbox"/> 25.00	<input type="checkbox"/> 25.00	<input type="checkbox"/> 25.00	<input type="checkbox"/> 25.00	<input type="checkbox"/> 25.00	<input type="checkbox"/> 25.00

■ Data and video projectors

Quantity	Item no.	Description	1 day	2 days	3 days	4 days	5 days	6 days	7 days
	25	3000 ANSI lumens video / data, 1024 x 768, incl. standard lens	<input type="checkbox"/> 145.00	<input type="checkbox"/> 175.00	<input type="checkbox"/> 190.00	<input type="checkbox"/> 205.00	<input type="checkbox"/> 225.00	<input type="checkbox"/> 235.00	<input type="checkbox"/> 247.00
	26	4500 ANSI lumens video / data, 1024 x 768, incl. standard lens	<input type="checkbox"/> 180.00	<input type="checkbox"/> 225.00	<input type="checkbox"/> 247.00	<input type="checkbox"/> 275.00	<input type="checkbox"/> 303.00	<input type="checkbox"/> 322.00	<input type="checkbox"/> 342.00
	27	4800 ANSI lumens video / data, 1920 x 1200 incl. standard lens	<input type="checkbox"/> 225.00	<input type="checkbox"/> 305.00	<input type="checkbox"/> 355.00	<input type="checkbox"/> 405.00	<input type="checkbox"/> 455.00	<input type="checkbox"/> 485.00	<input type="checkbox"/> 510.00
	28	7000 ANSI lumens video / data, 1280 x 800, incl. interchangeable lens	<input type="checkbox"/> 475.00	<input type="checkbox"/> 691.00	<input type="checkbox"/> 835.00	<input type="checkbox"/> 976.00	<input type="checkbox"/> 1,123.00	<input type="checkbox"/> 1,195.00	<input type="checkbox"/> 1,267.00
	29	Other projectors 10,000, 20,000 ANSI...	on request						
	30	Screens , e.g. 210 x 160 cm (4:3), others sizes and formats on request	<input type="checkbox"/> 120.00	<input type="checkbox"/> 150.00	<input type="checkbox"/> 170.00	<input type="checkbox"/> 190.00	<input type="checkbox"/> 210.00	<input type="checkbox"/> 220.00	<input type="checkbox"/> 230.00
	31	Screens , 16:9 full white (w/o visible border), e.g. 200 x 113 cm, other sizes on request	<input type="checkbox"/> 180.00	<input type="checkbox"/> 240.00	<input type="checkbox"/> 290.00	<input type="checkbox"/> 335.00	<input type="checkbox"/> 375.00	<input type="checkbox"/> 400.00	<input type="checkbox"/> 420.00

■ Interpretation technology / Audio guide systems

Quantity	Item no.	Description	1 day	2 days	3 days	4 days	5 days	6 days	7 days
	32	Interpreter systems for simultaneous translation including interpreter cabins	on request						
	33	Audio guide (sound induction) system comprising 1 x transmitter, 20 x receivers	<input type="checkbox"/> 235.00	<input type="checkbox"/> 325.00	<input type="checkbox"/> 385.00	<input type="checkbox"/> 455.00	<input type="checkbox"/> 525.00	<input type="checkbox"/> 570.00	<input type="checkbox"/> 640.00

■ Sound systems

Quantity	Item no.	Description	1 day	2 days	3 days	4 days	5 days	6 days	7 days
	34	Active sound system, designer speakers for up to 30 m ² active speakers, radio microphone (optionally hand-held or clip-on)	<input type="checkbox"/> 195.00	<input type="checkbox"/> 234.00	<input type="checkbox"/> 260.00	<input type="checkbox"/> 312.00	<input type="checkbox"/> 351.00	<input type="checkbox"/> 377.00	<input type="checkbox"/> 403.00
	35	LIVE sound system for up to 40 m ² , SET incl. 2 speakers, equalizer + amplifier, radio microphone (optionally hand-held or clip-on), sound mix desk	<input type="checkbox"/> 310.00	<input type="checkbox"/> 365.00	<input type="checkbox"/> 415.00	<input type="checkbox"/> 486.00	<input type="checkbox"/> 535.00	<input type="checkbox"/> 572.00	<input type="checkbox"/> 605.00
	36	LIVE sound system for up to 60 m ² , SET incl. 4 speakers, equalizer + amplifier, radio microphone (optionally hand-held or clip-on), sound mix desk	<input type="checkbox"/> 377.00	<input type="checkbox"/> 445.00	<input type="checkbox"/> 510.00	<input type="checkbox"/> 595.00	<input type="checkbox"/> 667.00	<input type="checkbox"/> 710.00	<input type="checkbox"/> 755.00
	37	Add-on for sound system: Radio microphone (optionally hand-held or clip-on)	<input type="checkbox"/> 50.00	<input type="checkbox"/> 65.00	<input type="checkbox"/> 80.00	<input type="checkbox"/> 95.00	<input type="checkbox"/> 110.00	<input type="checkbox"/> 120.00	<input type="checkbox"/> 125.00

■ Lighting systems

Quantity	Item no.	Description	1 day	2 days	3 days	4 days	5 days	6 days	7 days
	38	LED with rechargeable battery (floorstand) in set of six, battery power approx. 10 h (ideal for atmospheric lighting at short events, evening events, etc.)	<input type="checkbox"/> 260.00	<input type="checkbox"/> 370.00	<input type="checkbox"/> 440.00	<input type="checkbox"/> 530.00	<input type="checkbox"/> 595.00	<input type="checkbox"/> 640.00	<input type="checkbox"/> 710.00
	39	LED floor spotlight , e.g. TOURLED 42 cm	<input type="checkbox"/> 33.00	<input type="checkbox"/> 42.00	<input type="checkbox"/> 47.00	<input type="checkbox"/> 52.00	<input type="checkbox"/> 58.00	<input type="checkbox"/> 60.00	<input type="checkbox"/> 63.00
	40	Daylight HQI floodlight , 150 watts	<input type="checkbox"/> 30.00	<input type="checkbox"/> 36.00	<input type="checkbox"/> 41.00	<input type="checkbox"/> 45.00	<input type="checkbox"/> 49.00	<input type="checkbox"/> 51.00	<input type="checkbox"/> 54.00
	41	Daylight HQI floodlight , 400 watts	<input type="checkbox"/> 35.00	<input type="checkbox"/> 44.00	<input type="checkbox"/> 50.00	<input type="checkbox"/> 56.00	<input type="checkbox"/> 62.00	<input type="checkbox"/> 65.00	<input type="checkbox"/> 68.00
	42	Special effects spotlights and moving heads , LED strips, LED pillars	on request						

■ Trusses

Quantity	Item no.	Description	1 day	2 days	3 days	4 days	5 days	6 days	7 days
	43	Trusses , 3-point/4-point, optionally in black or silver	on request						

■ BTL Veranstaltungstechnik München GmbH

Advisory service – Planning – Organization – Operating
All media services provided

Tel. +49 89 354760-0 E-mail munchen@btl.eu
Fax +49 89 354760-29 www.btl.info

See the previous pages for extracts from our range. Please call us up or fax us this page.

We would be pleased to advise you during the planning stage as well as offering you a full service prior to, during and after the trade fair!

For short notice orders as of ten days prior to the start of the event, we reserve the right to impose a surcharge. All offers are subject to availability. We reserve the right to make such technical alterations as are deemed necessary.

Following receipt of your order, we will send you a written order confirmation. Please be sure to fill in your VAT number on page 1.

Any contract concluded exists directly between the exhibitor and the given contractor of Messe München GmbH.

The General Terms of Business and rental of BTL Veranstaltungstechnik GmbH apply.

☐ Yes, I herewith order the products indicated for the exhibitor named on page 1.

☐ Please call me at the following phone number:

Installation set-up day and time (morning/afternoon) requested

Phone no.

Contact for delivery / installation on site with mobile phone number

Place / date

Company stamp and legally binding signature of exhibitor

■ General Terms and Conditions of Lease of BTL Veranstaltungstechnik GmbH

Amtsgericht Düsseldorf (registration court) – HRB 37566

Managing Director: Michael Terwint

1. Applicability, Preface

- a) The following General Terms and Conditions of Lease (hereinafter "GTCL") are part of all our offers and contracts regarding a lease and shall also be applied to all future lease contracts with the Customer. As far as there are deliverables and performance (e.g. program compilations, planning, construction and assembly work) to be carried out on the basis of a lease contract, our General Terms and Conditions of Lease ("GTCL") shall also apply in this context.
- b) We do not recognize any general terms and conditions of the hirer which are in opposition or deviate from our conditions of lease, unless we have explicitly consented in written form to their validity. Our GTCL shall also apply if we leave the lease object to the hirer unconditionally and without restriction despite our knowledge of general terms and conditions of the hirer which are in opposition or deviate from our GTCL. All agreements made between the hirer and us for the purpose of carrying out this contract are fixed in writing in the individual contract including these conditions.
- c) Our offers are subject to change unless they have been explicitly marked as binding. The lease contract is considered as awarded upon receipt of our written order confirmation or when the lease object is handed over.
- d) "Consumer" in the sense of these GTCL is a natural person unless the purpose of conveyance of the lease object is of commercial nature or can be attributed to his or her self-employed professional activity. Whereas "Entrepreneur" in the sense of the GTCL are natural persons, legal entities or partnerships which act on behalf of their commercial or self-employed professional activity in the moment of concluding the contract. "Hirer" in the sense of these GTCL are Consumers and Entrepreneurs likewise.

2. Lease Object

Subject of the lease contract are the individual devices listed in our order confirmation including accessories. We reserve the right to replace the listed devices with other devices of the same quality.

3. Lease Period, Leasing Price, Deadlines, Force Majeure

- a) The lease period commences and ends at the points in time stated in the relevant lease contract, at the latest at the relinquishment and at the earliest at the restoration of the object of lease respectively.
- b) The rental fee to be paid is stated in the lease contract. If there is no rental fee included in the contract for individual relinquished items, the usually invoiced and appropriate rental fee shall apply.
- c) If we fail to deliver the leased device in time, the hirer shall grant us an appropriate period of grace.
- d) If the hirer should get into default of acceptance or if the hirer negligently breaches his obligation to co-operate, he is obliged to pay the rental fee in full for the period of default of acceptance or the period of default caused by the violation of the obligation to co-operate. We reserve the right to demand compensation for damages including any additional expenses.
- e) War, strikes, lock-outs, lack of raw materials and energy supply, operational and transport interruptions and official orders – also if such events make the execution of the business concerned uneconomical for the foreseeable future – as well as all cases of force majeure, any of which could also affect our suppliers, release us from our duties arising from the lease contract for the duration of the interruption and the scope of their effects. Such events entitle us to withdraw entirely or partly from the contract without granting the hirer being entitled to demand compensation.

4. Shipment, Packaging, Risk of Loss

- a) The shipment of lease objects is made in standard packaging only. Should the Entrepreneur request the lease object to be shipped to a place other than the agreed place of fulfillment, the risk of loss is passed on to the Entrepreneur as soon as the lease object is handed over to the transport company or when the leased object is loaded onto vehicles of the Entrepreneur. The route of shipment and the means of transport shall be determined by us unless otherwise agreed. This also applies if the means of transport and the transport company are selected by us and also if we bear the transport costs by way of exception. If the shipment should be delayed due to reasons the Hirer is responsible for, the risk of loss shall be passed on to the Hirer on the date when the Hirer upon receipt of the readiness for shipment notification.

- b) The Hirer shall make complaints with respect to transport damage directly to the transport company within the special time periods stipulated therefore and shall notify us thereof. Any Consumer's warranty rights remain unaffected by this provision.

5. Payment of the Rental Fee

- a) If the rental fee is to be paid in a single payment pursuant to the lease contract, the rental fee is due immediately after the agreed ending date of the lease and the invoiced amount shall be paid in full by the Entrepreneur within 30 days after the ending date of the lease, and by the Consumer within 30 days after receipt of our invoice. We reserve the right to fully or in part demand payment of the agreed rental fee in advance. If the rental fee is invoiced on a monthly basis, it shall be paid monthly in advance. b) We are not obliged to accept checks or bills of exchange. Checks and bills of exchange shall only be accepted on account of performance.
- c) If the Hirer defaults with a payment incumbent on him, we shall, irrespective of whether further default damage is claimed, be entitled to invoice default interest at the rate of five percentage points above the ECB base rate for Consumers and at the rate of eight percentage points above the ECB base rate for Entrepreneurs.
- d) Setting off a claim with counterclaims is excluded unless it takes place with a debt which has been recognized by us or has become res judicata. Rights of retention are excluded for Entrepreneurs. Consumers can only exercise a right of retention if their counterclaim is based upon the same contractual relationship.
- e) If there are doubts concerning the Hirer's solvency, particularly if there are payments in arrears, we can request securities and revoke agreed payment targets irrespective of further claims.
- f) We reserve the right of cession as well as the right of entitlement of a third party to collect our claim against the Hirer. The Hirer has to obey the directions of these third parties to whom we have ceded the claim and of the third parties we have permitted to collect the debt respectively. Any objections or exceptions of the Hirer remain unaffected.
- g) Payments with discharging effect can only be performed to PMF Factoring GmbH to which we have ceded our claims based upon the business relationship with the Hirer by means of a factoring contract. This does not apply to amounts of prepayment, up-front payment and down payment.

6. Warranty, Compensation, Limitation of Liability

- a) If there are justified complaints due to defects of the lease object, we shall rectify the defect or replace the defective lease object with a faultless one depending on our choice or release the Hirer from the contract. If we have decided to rectify the defect or to replace the defective lease object with a faultless one and both remedies show to have failed ultimately, the Hirer shall be entitled to demand a termination of the leasing relationship.
- b) If the lease object is examined upon the Hirer's request and if the lease object does not show any defects during that examination, the Hirer shall reimburse the expenditure which we thus incurred or which came about due to work on the lease object.
- c) If the Hirer further processes the lease object or carries out modifications thereto, a warranty based on defects of the lease object is excluded.
- d) As far as nothing else is agreed upon in the contract, the following applies for our liability:
 - Our contractual and non-contractual liability is confined to claims that are based on intent or gross negligence, unless the violation affects an essential contractual duty. In case of the violation of such an essential contractual duty caused by ordinary negligence, the liability for compensation is limited to the, typically occurring, direct damage which was foreseeable in the moment of the conclusion of the contract.
 - The term essential contractual duty is defined as a duty whose fulfillment in the first place permits the duly execution of the contract and on whose observance the other party may rely under regular circumstances.
 - For Entrepreneurs the limitation of claims for compensation begins with the end of the month containing the closing date of the assignment irrespective of awareness, unless the claim can be based on intent.
 - The above limitations of liability equally apply to the liability of legal representatives and any auxiliary persons.

- The compulsory liability pursuant to the German Product Liability Act (Produkthaftungsgesetz), the pre-contractual liability, the liability for any guarantees or fraudulent intent as well as the liability for faulty damage to life, body and health remains unaffected.
- e) Compensation claims of the Hirer due to delays or the impossibility to lease are limited to the agreed rental fee of the delayed or missing lease object except in case of gross negligence or intent.

7. Use and Maintenance of the Lease Object

- a) The Hirer is obliged to use the lease object with due care and in a proper way. In particular, the Hirer has to carefully observe the instructions for use and the recommendations for maintenance and care which were supplied with the lease object. The Hirer is furthermore obliged to insure the lease object in the manner common for this sector of industry, amounting to the replacement value.
- b) Serial numbers, manufacturer signs and other identification means which are attached to the lease object may not be removed, covered or distorted in any way.
- c) The Hirer is only entitled to carry out modifications, installations, extensions and similar work to the lease object with our prior written consent. Upon our request, the Hirer shall at the time of termination of the leasing contract be obliged to reproduce the previous condition of the lease object and bear the costs thereof. If we do not exercise this right at the time the leasing contract is terminated and if the Hirer returns the lease object in the condition produced by him, the Hirer cannot demand reimbursement of the costs incurred for the modification, installation, extension and similar work carried out to the lease object.
- d) The Hirer is responsible for all damage which occurs due to improper use of the lease object.

8. Loss of the Lease Object

- a) The Hirer bears the risk of an accidental loss and an accidental deterioration of the lease object for the duration of the leasing contract. Such events do not release the Hirer from observing the duties accepted in the leasing contract, in particular, the payment of the rental fee. The Hirer is obliged to inform us in writing without delay should one of these events occur.
- b) If the Hirer is responsible for the loss or the deterioration of the lease object, the Hirer is obliged, depending on our choice, to put the lease object back in its contractual condition or to replace the lease object with another one of a similar quality and to transfer to us the ownership thereof or to reimburse the value of the lost or the loss of value of the deteriorated lease object. If we choose reimbursement, we shall, if possible, furnish the Hirer with a lease object of a similar quality in order to continue the lease contract.
- c) In the event that the lease object is lost or deteriorates due to reasons the Hirer is responsible for, the Hirer hereby assigns to us any future claims against insurers, to which the Hirer is entitled to in accordance with an insurance policy.

9. Third-Party Rights, Information Requirements

- a) The Hirer is obliged to keep the lease object free of any and all third party rights brought to bear on the lease object. If such a right is claimed, the Hirer has to inform us thereof without delay. In particular, the Hirer shall inform us without delay via telephone of any announced or already processed garnishment, seizure or other third-party influence on the devices (e.g. by means of a levy of execution) and confirm this to us in writing or via facsimile within 24 hours. The Hirer shall make our rights of ownership clear to any third party and shall explicitly inform third parties of this, if necessary.
- b) The Hirer shall bear all costs incurred in asserting our legal rights in order to defend us against asserted third-party claims.

10. Return of the Lease Object

- a) At the end of the lease period the Hirer shall duly and without delay return the lease object to us at the Hirer's expense and risk.
- b) If the return of the lease object is delayed by the Hirer, the Hirer shall pay the agreed rental fee pro rata for every day of delay as a minimum irrespective of any further claims of compensation.
- c) If the lease object is not returned in the same condition, the Hirer shall compensate us for the damage incurred, in particular pay the agreed rental fee pro rata for the duration of any repair. The Consumer is explicitly permitted to provide evidence for the fact that no damage has arose from rental default or that the damage is significantly lower than the flat charge claimed for the duration of the repair.

11. Rescission of the Hirer

If the Hirer resigns from the lease contract due to reasons we are not responsible for, the Hirer has to pay flat-rate compensation amounting to 30% of the contract value. If the rescission is effected less than four weeks prior to the beginning of the agreed leasing time we will assess 45%, in case of less than two weeks we will assess 60% and in case of less than one week we will assess 75% of the contract value as a flat-rate compensation. If the rescission is effected during the agreed leasing time, every day of use of the lease object has to be recompensed fully, for every day of non-usage, we will assess 90% of the contract value. The day of reception of the notification of rescission is considered as a full leasing day. The Consumer is explicitly permitted to provide evidence for the fact that no damage has arose from rental default or that the damage is significantly lower than the afore mentioned correspondent flat-rate compensation.

12. Choice of Law, Preference of the German Copy, Place of Fulfillment, Court of Venue, Severability Clause

- a) The contract shall be governed by the law of the Federal Republic of Germany under exclusion of the United Nations Convention on Contracts for the International Sale of Goods (CISG). Regarding business relationships with Consumers this choice of law is applicable only as far as the Consumer does not lack the protection granted by compulsory law of the state where his habitual residence is located.
- b) This English language version of the GTCL is a translation of the original German Language version. If there are any contradictions or inconsistencies between the original German Language version of the GTCL and any version or translation of the GTCL in any other language the German Language version shall prevail.
- c) For the Entrepreneur and for us, the place of fulfillment and payment is our place of business.
- d) For Merchants, legal entities, public corporations or foundations under public law, the court of jurisdiction for all disputes arising from the contractual relationship, including its validity, shall be the competent court at our place of business or the general court of jurisdiction of such Hirer depending on our choice.
- e) Should any of the provisions contained in these GTCL be legally invalid, the validity of the remainder of the contract's provisions shall remain unaffected by this circumstance.

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Contact:

BTL Veranstaltungstechnik GmbH
Dirnismaning 26 | 85748 Garching bei München | Germany
Tel. +49 89 354760-0
muenchen@btl.eu | www.btl.info

Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

■ Video surveillance of stand: local recording

These packages include the installation of cameras on your stand as well as the configuration of a local recording on your hard drive.

Quantity	Item no.	Description	EUR
	01	Local recording 1 Stand 5 to 20 m ² (recording centrally in the hall), 1 x IP camera + power 3 kW + 3 h work platform Total	520.00 756.65
	02	Local recording 2 Stand 20 to 30 m ² (recording centrally in the hall), 2 x IP cameras + power 3 kW + 3 h work platform Total	550.00 786.65
	03	Local recording 3 Stand 40 to 80 m ² (recording directly on stand), 4 x full HD IP cameras + power 3 kW + 3 h work platform Total	795.00 1,031.65

A charge of EUR 70.00 per hour is raised for the review of surveillance footage material, e.g. in the case of theft. The recordings are deleted five days after the trade show has finished in the absence of any agreement to the contrary.

■ Important to note

It is assumed that cameras will be installed on existing truss structures or partition walls. Kindly contact us should you require some other type of installation.

Surveillance recordings will occur during the following time periods:

- Last setup day, from 12:00 through 09:00 on the first show day.
- During show days, from 17:00 through 09:00 on the next show day.
- Last show day, from 16:00 through 18:00 on the first dismantling day.

Place / date

Company stamp and legally binding signature of exhibitor

Contact and invoicing:

Gert Hoffmann GmbH & Co. Catering KG
MOC Gastronomie
Lilienthalallee 40 | 80939 München | Germany
Tel. +49 89 3219776-0 | Fax +49 89 3219776-46
moc@hoffmann-events.de

Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

We herewith order on the rental terms quoted (kindly note that your signature is required on page 4):

In order to guarantee the optimum organization of the catering services, we would kindly ask you to return the order form to us no later than **six working days** prior to the start of the trade fair. Subject to recognition of the Terms of Participation and Technical Guidelines as well as our General Terms and Conditions of Business (view or download at www.hoffmann-events.de), the signatory herewith orders the following services. All prices are net and subject to statutory value-added tax.

Bread Rolls, Pretzels, Baguette

Quantity	Description	Unit	EUR
	Rolls without topping ^{aa}	10 pcs.	8.00
	Pretzel ^{aa}	10 pcs.	10.00
	Pretzel with butter ^{aa,b}	10 pcs.	16.00
	Baguette 350 g ^{aa}	1 pcs.	4.20

Cakes, Pastries & Fruit

Quantity	Description	Unit	EUR
	Mini Danish pastries, mixed ^{aa,b,c,f,g,k,n}	10 pcs.	14.00
	Mini croissants ^{aa,b,c}	10 pcs.	12.00
	Mini croissants with sweet filling, mixed ^{aa,b,c,kb,kh}	10 pcs.	14.00
	Fruit tartlets ^{aa,b,c}	10 pcs.	25.00
	Mini tray cake, mixed ^{aa,b,c,kb,kh}	10 pcs.	18.00
	Mini Bundt cake, mixed ^{aa,b,c}	10 pcs.	14.00
	Mini cupcakes, mixed ^{aa,b,c,kb,kh}	10 pcs.	25.00
	Seasonal fruit	3 kg	37.50

Mini Bread Sticks—topped and garnished

Quantity	Description	EUR
	Set I – 15 x mini grain breadsticks ^{aa,b}	37.50
	– Smoked turkey breast – Mountain cheese with herbs – Italian salami, Milan style	
	Set II – 15 x mini pretzel sticks ^{aa,b}	37.50
	– Cold cut pork & liver meatloaf – Obatzda cheese spread – Bavarian Kaminwürsten (hard-smoked sausage)	

1/2 Rolls—topped and garnished

Quantity	Description	EUR
	Set I – 15 pieces half rolls ^{aa,b,d}	30.00
	– Boiled ham – Gouda cheese – Smoked salmon & creamed horseradish	
	Set II – 15 pieces half rolls ^{aa,b}	33.00
	– Italian salami, Milan style – Airdried Italian ham – Tomato, mozzarella & basil	
	Set III – 15 pieces half rolls ^{aa,b}	33.00
	– Smoked turkey breast – Bavarian smoked ham – Emmental cheese	
	Set IV – 15 pieces half multi-grain rolls ^{aa,b}	37.50
	– Airdried Italian ham – Vegetable spread with shiso cress – Cambozola (blue) cheese	

Party Rolls—topped and garnished

Quantity	Description	EUR
	Set I – 15 pieces party rolls ^{aa,b,d}	37.50
	– Airdried Italian ham – Smoked salmon & creamed horseradish – French Brie cheese	
	Set II – 15 pieces party rolls ^{aa,b,d}	40.50
	– Italian salami, Milan style – Prague style cooked ham – Herb cream cheese	

■ Baguette Slices—topped and garnished

Quantity	Description	EUR
	Set I – 15 x baguette slices ^{aa,b,d}	37.50
	– Italian Bresaola smoked ham – Gravlax with honey-mustard sauce – Tomato, mozzarella & basil	
	Set II – 15 x baguette slices ^{aa,b,d}	40.50
	– Italian salami, Milan style – Coppa di Parma – Cambozola (blue) cheese	

■ Original Wies'n Cold Platter*

Quantity	Description	EUR
	Hard-smoked Pfefferbeißer & Kaminwürsten sausages, Bavarian meatloaf truffles, Allgäu mountain cheese with radishes, fresh horseradish, mustard, salt & pepper – served in ready-to-eat, bite-size portions ^{aa,b,m} recommended for up to 10 persons	80.00
	Selection of pretzels & bread ^{a,f,k,n} recommended for up to 10 persons	8.00

*Please note that we will charge a deposit of EUR 10.00 per platter in addition.

■ Mini-Bagles— topped and garnished

Quantity	Description	EUR
	Set I – 15 x mini bagels with cream cheese ^{aa,b,d}	40.50
	– Smoked salmon & rocket – Italian Bresaola ham – Olives, ewe's cheese & dried tomatoes	
	Set II – 15 x mini bagels with cream cheese ^{aa,b}	40.50
	– Smoked turkey ham – Pastrami – Mediterranean marinated grilled vegetables	

■ Sausages (delivered cold)

Quantity	Description	Unit	EUR
	Bavarian veal sausage with sweet mustard ^m	1 pair	3.00
	Viennese sausage with medium-hot mustard ^m	1 pair	3.00
	Sausage heater incl. tongs*	1 pc.	30.00

*Rental charge for the duration of the fair—dishware / cutlery NOT included!

■ Soup

Minimum order quantity 6 l, incl. bread selection, 4 pcs / liter

Quantity	Description	Unit	EUR
	Hungarian goulash soup ^{aa,b,l}	1 liter	16.00
	Baden potato soup with leek ^{aa,b,l}	1 liter	14.00
	Indian style chicken soup ^{aa,b,l}	1 liter	16.00
	Rental of thermal soup kettle incl. ladle*. Soups are delivered in a thermal container, calculated at 4 servings per liter (250 ml / person).	1 pc.	35.00

*Rental charge for the duration of the fair—dishware / cutlery NOT included!

■ Desserts

Quantity	Description	Unit	EUR
	Lemon crumble ^{aa, b, c}	5 pcs.	12.50
	Mocca tiramisu ^{aa, b, c}	5 pcs.	12.50
	Dark chocolate mousse with tonka bean ^{b, c}	5 pcs.	12.50

■ Snacks & Sweets

Quantity	Description	Unit	EUR
	Tea biscuits, mixed	1 kg	16.50
	Savory biscuits, mixed	1 kg	16.50
	Ritter Sport mini chocolates, 84 bars per box	1.4 kg	19.50
	Celebrations chocolate candy, 161 pcs. per box	1.5 kg	28.50
	Haribo Gold Bears wine gum, 100 mini bags	980 g	12.50

■ Soft Drinks

Quantity	Description	Bottles / Box	EUR
	Siegsdorfer Petrusquelle mineral water, medium	20 x 0.25 l	20.00
	Siegsdorfer Petrusquelle mineral water, still	20 x 0.25 l	20.00
	Siegsdorfer Petrusquelle mineral water, sparkling	12 x 0.70 l	24.00
	Siegsdorfer Petrusquelle mineral water, still	12 x 0.70 l	24.00
	St. Leonhard mineral water, still	6 x 1.00 l	15.00
	Orange juice	12 x 0.20 l	18.00
	Apple juice	12 x 0.20 l	18.00
	Orange juice	6 x 1.00 l	21.00
	Apple juice	6 x 1.00 l	21.00
	Afri Cola	24 x 0.33 l	36.00
	Afri Cola sugar-free	24 x 0.33 l	36.00
	Bluna orange	24 x 0.33 l	36.00
	Bluna lemon	24 x 0.33 l	36.00
	Afri Cola	12 x PET 1.00 l	30.00
	Afri Cola sugar-free	12 x PET 1.00 l	30.00
	Bluna orange	12 x PET 1.00 l	30.00
	Bluna lemon	12 x PET 1.00 l	30.00
	Adelholzer apple spritzer	12 x PET 1.00 l	30.00
	Bionade elderberry	12 x 0.33 l	24.00
	Bionade mixed herbs	12 x 0.33 l	24.00
	Red Bull (cans)	12 x 0.25 l	36.00

■ Beer

Quantity	Description	Bottles / Box	EUR
	Hacker-Pschorr lager beer with swing top	20 x 0.33 l	30.00
	Paulaner lager beer, non-alcoholic	24 x 0.33 l	36.00
	Paulaner wheat beer, blond	24 x 0.33 l	36.00
	Paulaner wheat beer, non-alcoholic	24 x 0.33 l	36.00
	Tegernsee lager beer	24 x 0.33 l	36.00
	Augustiner Edelstoff lager beer	24 x 0.33 l	36.00

■ Wine

Quantity	Description	Unit	EUR
	Grüner Veltliner, "Hoffmann Selection" (white)	0.75 l	12.00
	Blauer Zweigelt, "Hoffmann Selection" (red)	0.75 l	12.00

■ Sparkling Wine, Prosecco, Champagne

Quantity	Description	Unit	EUR
	Mumm sparkling wine, dry	0.75 l	14.00
	Prosecco Valdo Marca Oro	0.75 l	16.00
	Laurent Perrier brut	0.75 l	57.00

■ Coffee & Tea

Quantity	Description	Unit	EUR
	Ready-to-use drip brew coffee 60 g (yields approx. 1.7 l), incl. sachets of cream, sugar & sweetener	1 unit	9.00
	Intención Fairtrade espresso coffee beans, incl. sachets of cream, sugar & sweetener	500 g	12.50
	Eilles tea, assorted, (20 diamond bags), incl. sachets of cream, sugar & sweetener	1 pack	10.00
	Coffee machine* for ready-to-use drip brew coffee	1 unit	30.00
	Fully automatic coffee machine*	1 unit	400.00
	Electric kettle*	1 unit	15.00

*Rental charge for the duration of the fair—dishware/cutlery NOT included!

Loss of or any damage to coffee machines will be charged at replacement value.
On request, we will be happy to provide you with details on the value of items for adequate insurance coverage of your stand.

■ Other

Quantity	Description	Unit	EUR
	Napkins, white (24 x 24 cm)	200 pcs.	6.00
	Napkins, white (33 x 33 cm)	250 pcs.	10.00
	Tableware (dishes, glasses, cutlery)	on request	
	Service staff	on request	
	Beer dispensing equipment (taps) & beer kegs	on request	
	Coffee machines	on request	

How to Order

☐ Orders of food for the first day of the fair

Orders for the following day can be placed by telephone to +49 89 3219776-0 until 14:30 at the latest.

☐ Daily orders of food

Food orders for daily delivery for the duration of the trade fair. Change order requests to be made by 14:30 at the latest for the following day.

☐ Initial order for beverages

The delivery of your initial order for beverages will for logistical reasons occur one day prior to the start of the event.

Subsequent orders for beverages can be placed by telephone at any time.

On the afternoon of the last trade fair day, we automatically come to collect the empties and accessory items.

The return of beverages is only possible in full crates. We charge a return fee of EUR 5.00 per original crate. Incomplete crates and individual bottles will not be refunded.

Allergens

Due to the non-fully closed nature of the production process, minor traces of components containing allergens (< 2.0%) common in the sector cannot be ruled out either by us or by our suppliers.

a	Gluten	aa	Wheat	ab	Spelt	ac	Rye
ad	Barley	ae	Oat	b	Milk	c	Eggs
d	Fish	e	Crustaceans	f	Soy	g	Peanut
h	Lupine	k	Edible nuts	ka	Cashew nut	kb	Hazelnut
kc	Coconut	kd	Macadamia	ke	Brazil nut	kf	Pecan nut
kg	Walnut	kh	Almond	kk	Pistachio	l	Celeriac
m	Mustard	n	Sesame	o	Sulfur dioxide / Sulfite		
p	Mollusks						

Should you have any questions concerning additives or allergens in the food and beverages offered, kindly contact our sales team by telephone at +49 89 3219776-0.

Contact at the stand

Name _____ Phone/Mobile phone number on the stand _____

Method of payment

We issue a detailed invoice for all items and services ordered and provided at the end of the event. Payments are possible by way of bank transfer or credit card only. Payment is accepted in euros only. The invoice is due for payment immediately and without deduction.

For customers outside the EU we reserve the right to ask for partial payment in advance commensurate with the respective order volume.

The contract shall exist directly between the exhibitor (customer) and the contracting company (Gert Hoffmann GmbH & Co. Catering KG) of Messe München GmbH.

Kindly provide your credit card details for reference. Optionally, we can debit your credit card for the amount due retroactively (on request).

☐ Visa Card ☐ Diners Club Card ☐ MasterCard

Name of holder

Card number

Card validation code / verification value (3- or 4-digit code)

valid until

Signature of card holder

Note

Dear Customers,
Trade fair catering is our specialty. Benefit from the experience we have gained over more than 50 years of trade fair catering. From product delivery through to waste disposal: our trained staff provides you with comprehensive catering services during the entire duration of the fair. When it comes to ordering and delivering, you will find our company's nearby location offers advantages such as speed and flexibility. All our food is prepared on-site at the trade fair center in accordance with the strict guidelines set out in the HACCP hygiene and quality assurance concept and is delivered by our catering staff.

All prices are net and subject to statutory VAT. Prices are open to change. We reserve the right to make market-based price adjustments. Only the stated minimum quantity of the items offered will be delivered. We don't charge a delivery fee. Our General Terms and Conditions of Business apply and can be accessed and / or downloaded at www.hoffmann-events.de.

Please indicate here the full billing address of invoice recipient, if different from exhibitor:

Company

Contact / Department

Street

Town / Postcode

Place / date

Company stamp and legally binding signature of exhibitor

Return to:

Messe München GmbH – MOC Veranstaltungszentrum München
Lilienthalallee 40
80939 München | Germany
Tel. +49 89 32353-495 | Fax +49 89 32353-499
moc.technik@messe-muenchen.de

Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

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

Mobile phone (contact)

Stand size (m²)

■ Date and time of the evening event(s)

Date	Time (until 22:00 max.)		Expected number of participants
	from	till	
	from	till	
	from	till	

■ Companies carrying out or participating in the event services

Catering

Company

Contact

Phone

Expected number of staff

Music

Company

Contact

Phone

Expected number of staff

Technical services

Company

Contact

Phone

Expected number of staff

Other services

Company

Contact

Phone

Expected number of staff

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

■ Charges

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

150,00 EUR plus statutory VAT for evening event up to a maximum of 50 participants. If more people are to attend, the cost may increase accordingly. Prior consultation is imperative.

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

Place / date

Company stamp and legally binding signature of exhibitor

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

■ Timing

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

The event may start as coordinated with the Department Events MOC and must be finished by no later than the time specified in the written authorization. Until 30 minutes after the approved closing time, the necessary clearing-up work may be undertaken on the stand area.

Thereafter, all persons must have left the trade fair center.

■ Musical renditions (GEMA)

Musical renditions on the exhibition stand (recorded or live) are permitted after official event hours only. You are responsible for obtaining GEMA authorization, which is required for this purpose. The volume of the sound produced may not exceed 90 dB during evening events.

■ Security and stewarding service

During the event, it must be ensured that aisle areas and neighboring stand areas are not included in your activities. Messe München GmbH provides a sufficient number of stewards to protect the neighboring stand areas from unauthorized entry or damage etc. You are liable for any damage and/or cleaning costs incurred as a result of your event.

Please comply with the instructions of the security and stewarding service assigned by Messe München GmbH.

■ Charges

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

The costs for this are charged to you as a one-off amount per exhibitor and are: EUR 150 plus statutory VAT per evening event.

■ Technical equipment/Catering

The use of smoke machines, laser equipment, safety gas, pyrotechnical devices or other flammable materials is not permitted. It must be registered in good time but no later than one week prior to the evening event and requires authorization from Messe München GmbH's Technical Exhibition Service Division (TAS) in coordination with the relevant authorities. All materials used for decorative purposes must be of a highly flame retardant nature (class B1 to DIN 4102 or class B to EN 13501-1).

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

■ Admission for vehicles

Entry to the exhibition center is possible for catering vehicles, event technicians or music groups with special application in advance or on condition that your event has been notified and authorized and that the passengers in the vehicle can identify themselves as participants of your evening event (e.g. by a copy of the authorization, a catering order etc.). Please note that all vehicles must leave the exhibition center no later than **one hour** after the event closing time as authorized in writing on the respective day. Vehicles remaining in the trade fair center after this time will be removed for security reasons and at the owner's expense.

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

■ Admission for service staff / guests

If you are expecting external service staff for your evening event, please provide them with a valid admission ticket.

If you are inviting guests to your event who will be entering the exhibition center after official opening hours, they must identify themselves as guests of your company by means of an invitation or similar. To facilitate admission control by the security and stewarding service, we request you to send us a copy of the personalized letter of invitation and a list with the names of guests expected after the fair has ended for the day.

■ General Terms of Contract

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

■ Contact for further questions

Should you have further questions on the organization of your evening event, please don't hesitate to contact the Department Events MOC.

The Team of Messe München GmbH wishes you and your guests an enjoyable time and a successful, pleasant evening!

Messe München GmbH
Department Events MOC

Return to:

Allianz Versicherungs-AG
Abt. S03-HB-FHB1 | 85769 Unterföhring | Germany
Tel. +49 89 92529 63212 | Fax domestic 0800 4 400101 | Fax foreign countries +49 89 207002911
(via German landline 6 cents per call; via mobile phone max. 42 cents per minute)
melanie.schreglmann@allianz.de

Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

Application for Exhibitors' Liability Insurance

Policy no. AS-0470301199

We hereby apply for insurance cover under the insurance policy taken out by Messe München GmbH:

Exhibitors' liability insurance

Insurance cover is provided against the consequences of statutory liability arising from participation in the trade fair, including assembly and dismantling on the trade fair grounds.

The insured amount per insurance case is

EUR 5,000,000.00 for damage to both persons and property.

The above insured amount is the maximum coverage for total accrued claims.

For the basis of contract, conditions and components of this application, see page 2.

The premium is EUR 13.65 for each person working at the trade fair stand, at least, however, EUR 68.25, plus the statutory insurance tax (currently 19%).

Maximum number of persons working

on the stand x EUR 13.65 = EUR
Minimum premium EUR 68.25

plus statutory insurance tax EUR

Gross amount (one-off payment before the beginning of the trade fair) EUR

Insurance cover is provided only **after the insurance company has received payment** of the premium. Please make sure that this application is submitted and payment of the premium is made in good time before the fair.

Please transfer the amount concerned to the following account:

Bank details Commerzbank München
SWIFT/BIC DRESDEFF700
IBAN code DE29 7008 0000 0302 0198 00

Remember to enter AS-0470301199 as the purpose of the bank transfer!

Remittances transferred from outside Germany are to be paid free of bank charges.

Please note

- This form also serves as the insurance certificate which is why no separate insurance certificate nor any invoice will be issued.
- Your copy of the bank transfer is considered proof that an insurance policy exists. Make sure it is readily available for presentation/submission in the event of a claim being filed.

Any contract agreed is concluded directly between the exhibitor and Messe München GmbH's contracting company.

For sales tax purposes: sales tax ID no.: DE 811 150 709; insurance contributions are not subject to sales tax in accordance with the German Sales Tax Act and the 6th EC Guideline.

Place / date

Company stamp and legally binding signature of exhibitor

■ Basis of contract

This application with the special conditions below, the special conditions for liability insurance in connection with damage caused by environmental influences (**H 6161**), eco-liability insurance for business operations/professions module I (**H 6162**), the general terms of liability insurance (AHB) and other statutory regulations form the basis of this insurance contract. The AHB and the terms and conditions relevant to H 6161 and H 6162 will be sent upon request. The exhibitor herewith dispenses with the issue of an insurance policy.

A copy of the application has been handed over.

■ Written form, completeness of the application

Insurance cover is provided only for the contents of the contract, for which an application has been made in writing. Verbal statements on insurance cover apply only if the insurance company confirms them in writing.

■ Statement of consent to data processing

I hereby consent to the insurance company using data from the application forms or in the course of implementing the contract (on premiums, events insured, changes of risk/contract) in the required scope for

- evaluating the risk and handling reinsurance with the reinsurance company and
- evaluating the risk and claims against other insurance companies directly or through the Federation of the German Insurance Industry or the Association of Private Health Insurance Companies.

The latter shall also apply to the examination of risks for contracts for which I apply here or in future with other insurance companies. In the case of personal insurance, this shall also apply independently of whether or not a contract comes into existence. I also consent to the German companies of the Allianz Group keeping my general application, contract and insurance data in general collections of data and passing them on for storage to the agent who is responsible for me, in as far as this serves the orderly handling of my insurance affairs. Without influencing the contract and revocable at all times, I also consent, as part of regular customer service, to personal data, also on financial services, being stored with the agent or the company and being passed on to the agents or other German companies of the Allianz Group. My consent is effective only if I had an opportunity to take note of the information on data processing.

■ Special conditions

1. Insurance cover is provided

against the consequences of statutory liability of the exhibitor, his Board of Management or persons entrusted with certain tasks in connection with arranging, managing and supervising the trade fair presentation.

2. Insurance cover is also provided

2.1 against the consequences of statutory personal liability of the exhibitor's employees in connection with their work during the trade fair. Claims arising from personal injury, which are based on industrial accidents or occupational diseases sustained at the exhibitor's business under the Code of Social Law VII, are excluded. The same applies to accidents under the civil service regulations, which occur during the course or as a result of the civil servant's work in the office.

2.2 Assembly and dismantling: Insurance cover is provided against the consequences of the exhibitor's liability arising from the assembly and dismantling of the usual trade fair items (eg, stands, lighting, decoration). Damage to objects and the consequences of liability of third firms are not insured.

3. The coverage includes

3.1 contrary to the terms set out under section 7.6 AHB – your statutory liability insurance for damage to buildings or premises hired or rented (not leased) for the event insured due to fire, explosion, mains water or wastewater and due to any other asset loss arising from it.

3.1.1 Excluded from the coverage remain claims

- from your shareholders or their relatives;
- from your legal representatives or such persons as you appoint as

managers or supervisors of the insured operation or part thereof or their relatives;

- from such companies as are associated with you or your partners by way of a majority holding or share a single corporate management;
- in the form of such recourse claims as are covered by the waiver of recourse in accordance with the provisions set out in the agreement concluded by fire insurers for comprehensive insurance claims.

3.1.2 Subject to offsetting of the agreed sum insured per claim and the maximum compensation per claim during the term of insurance, the sum insured for damage to rental items due to fire, explosion, mains water or wastewater amounts to EUR 1,000,000.

3.2 Your statutory liability insurance as defined under section 2.1 AHB due to asset loss from claims occurring during the validity of the insurance.

3.2.1 Excluded from the coverage are claims due to damage

- caused by products manufactured or supplied, work carried out or other services rendered by you (or by your order for your account by third parties);
- caused by planning, advisory, auditing or independent inspection activities or those involving construction or assembly management work;
- arising from advice, recommendations or instructions to economically affiliated companies;
- attributable to brokerage transactions of any kind;
- attributable to information provision, translation and tour operating activities;
- caused by investment, loan, insurance, property, leasing or similar economic transactions, by payment transactions of any kind, by cash management activities as well as due to breach of trust or embezzlement;
- attributable to rationalization, automation, data logging/storage/back up/restoration as well as to the exchange, transmission or provision of electronic data;
- caused by the violation of industrial protected rights or copyright as well as of antitrust or competition law;
- due to non-compliance with deadlines, dates, preliminary or cost estimates;
- attributable to breach of duty connected with activities as a former or current member of the management board, management, supervisory board, advisory council or other comparable management or supervisory councils/bodies;
- caused by the conscious deviation from statutory or regulatory requirements, from instructions or conditions issued by the customer or for some other conscious breach of duty;
- attributable to the loss of items e.g. cash, cashless means of payment, securities, savings books, certificates, jewelry or other valuables.

3.2.2 Sum insured/Maximization

The sum insured amounts to EUR 1,000,000 per claim.

This sum is at the same time the maximum compensation for all claims during the term of insurance.

3.3 Your statutory insurance liability arising from the possession, holding or use of the following vehicles not subject to mandatory insurance coverage:

- motor vehicles (e.g. fork-lift trucks) with a maximum speed of no more than 6 km/h;
- self-propelled work machines with a maximum speed of no more than 20 km/h;
- motor vehicle trailers insofar as they are not used in connection with a tractor requiring mandatory insurance coverage.

The vehicle may be used by an authorized driver only.

Authorized drivers are such persons as may use the vehicle with the knowledge and permission of the persons authorized to dispose of the vehicle concerned. You are obliged to ensure that the vehicle is not used by an unauthorized driver. The driver of the vehicle may use the vehicle on public ways or places with the necessary driving permit only. You are obliged to ensure that the vehicle is not used by such driver as does not have the driving permit required. If you violate these obligations, section 26 AHB becomes effective.

4. The following is/are not insured – the exclusions in the AHB notwithstanding –

- 4.1 loss of articles of all kinds,
- 4.2 damage to exhibited items or items handed in for safekeeping (in a cloak-room or elsewhere) and all damage to property arising as a result,
- 4.3 damage of any kind to the clothing of persons involved, to flags and other exhibits, and all damage to property arising as a result,

- 4.4 damage as a result of contagious animal diseases,
- 4.5 damage caused by aircraft of any kind, regardless of whether the owner, pilot or exhibitor is liable,
- 4.6 damage to motor vehicles, water- and aircraft, as well as animals, vehicles, harnesses and saddles brought to or used at the trade fair, and all damage arising as a result,
- 4.7 damage to riders, drivers and pilots as well as to occupants of motor vehicles, water- and aircraft,
- 4.8 consequences of liability of owners as well as of drivers and pilots of motor vehicles and watercraft,
- 4.9 consequences of liability as horse owners.

5. The provisions set out under item 3.1 (3) and item 4 of the AHB do not apply to this insurance.

Return to:

Allianz Esa cargo & logistics GmbH
Abt. Fachberatung Transport | Uhlandstr. 2 | 70182 Stuttgart | Germany
Ms Nurdan Inci | Tel. +49 711 1292-33394 | Fax +49 711 1292-23405
sw-fb-trb-gr2@allianz.de

Exhibitor

Hall / Stand no.

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

In accordance with Section 9 of the General Terms of Participation A, Messe München GmbH does not accept any liability for damage to or loss of exhibits.

Messe München GmbH has taken out an outline insurance policy with
Allianz Esa cargo & logistics GmbH
10900 Berlin, Germany

This policy provides an extensive insurance cover adequate for the requirements for the account and in favour of each exhibitor.

Please apply in time for the necessary insurance policies before the risk begins because the insurance cover will only become effective after payment of the premium.

We hereby apply for the following insurance cover within the framework of the insurance policy concluded by Messe München GmbH:

1. Exhibition insurance

(excluded are jewelry, gold and silverware, watches, stamps and vehicles, for which special insurance agreements and premiums are to be concluded on a case-by-case basis.)

Total insurance sum / EUR

(acc. to list of valuables, see page 2)

Basic premium for the duration of stay and

- Transportation within Munich to and from exhibition site 3.0‰
- Transportation within Germany to and from exhibition site 4.0‰
- Transportation to and from exhibition site to / from countries bordering on Germany 4.5‰
- rest of Europe (excl. CIS) 5.5‰
- other countries by special agreement

Extra premium for breakage of delicate objects, e.g. glass, porcelain, terra cotta, gypsum plaster, marble, fluorescent tubes, glass show cases, etc. and models

from part value of EUR _____ 20‰

Minimum premium EUR 51.00

2. The statutory insurance tax at the current rate will be added to the premium.

3. The relevant general insurance conditions shall apply for the aforementioned types of insurance.

4. Only applicable for banks in Germany:

SEPA direct debit mandate

This one-off amount is to be deducted from the account stated. This authorization, which can be revoked at any time, also applies for substitute contracts.

IBAN-code

SWIFT/BIC

Name and address of the bank / branch

Name and signature if different from account holder

Remittances transferred from outside Germany are to be paid free of bank charges.

Bank details: Commerzbank Munich
IBAN-code DE29 7008 0000 0302 0198 00
SWIFT/BIC DRESDEFF700

Any contract agreed is concluded directly between the exhibitor and Messe München GmbH's contracting company

Please remember

to fill in and fax also page 2.

Place / date

Company stamp and legally binding signature of exhibitor

Transport and exhibition insurance

Insurance cover will be provided without any interruption for transportation to and from the exhibition site (assuming proper packaging and handling) incl. the stay on the exhibition site for the period of the trade fair itself, including pre- and post-storage time necessary for installing and dismantling exhibits and items of equipment.

This insurance covers in particular damage caused by

- accidents during transport, industrial accidents, force majeure, fire, burglary, ordinary theft, mains water, leakage, ordinary breakage and damage including wanton and malicious damage caused by a third party.

This insurance does not, however, cover damage to exhibits occurring when putting into operation or during demonstration or damage due to the effects of weather and storm to exhibits set up in the open air.

Living animals and plants are not covered by this insurance.

Exhibitors from countries with which no special agreements on premiums exist are advised to send in the application form in time so that a quotation can be submitted before the risk begins.

Irrespective of separately agreed insurance cover against the risk of theft of all kinds, objects housed on the exhibition site shall only be insured if the exhibition stand is watched during set-up and dismantling and during visiting hours up until the halls close, either by employees of the policy holder or by specially employed guards, and if the exhibition halls are guarded during the night.

List of valuables

Exhibits

(List of exhibits to be insured, specify individual value per exhibit)

Items of equipment

(List of stand equipment items to be insured, specify individual value per item)

I hereby consent to the insurer forwarding data obtained from the application forms or in the course of implementing the contract (on premiums, claims, changes of risk/contract) to other insurers to the extent required for evaluating risks and claims. This consent also applies to the examination of risks for (insurance) contracts for which I apply with other companies or to future applications.

I also consent to the insurers of Allianz Group keeping my general application, contract and insurance data in general collections of data and passing them on for storage to the agent who is responsible for me, in as far as this serves the orderly handling of my insurance affairs.

I also consent, until such time as it is revoked and as part of regular customer service, to personal data being stored with the agent or the company and being passed on to the agents or other companies of Allianz Group, whereby all Allianz Group employees and agents are to meet their general and specific obligations of confidentiality.

My consent is effective only if I have had a reasonable opportunity to note the contents of the insurer's Notice on Data Processing.

Place / date

Company stamp and legally binding signature of exhibitor

TECHNICAL GUIDELINES

MOC Veranstaltungszentrum München

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1. Preface

Messe München GmbH operates on behalf and at the behest of MOC Verwaltungs-GmbH & Co. Immobilien KG, Vilshofener Straße 8, 81679 München, Germany, MOC Veranstaltungszentrum München, Lilienthalallee 40, 80939 München, Germany. Messe München GmbH has issued guidelines for the fairs 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 MOC Veranstaltungszentrum München, comply with these Technical Guidelines. Messe München GmbH is entitled to demand that all persons active or merely present at the MOC Veranstaltungszentrum München comply with the Technical Guidelines. As far as fairs, 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 MOC Veranstaltungszentrum München.

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

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 Order Forms for Exhibitor Services will be available in good time. The order forms are to be completed and returned in accordance with the deadlines set out in the Order Forms for Exhibitor Services.

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 preparation and organization of the fair.

These Technical Guidelines have been agreed by:

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

MOC Veranstaltungszentrum München is private property. Messe München GmbH, Business Unit MOC Veranstaltungszentrum München, Lilienthalallee 40, 80939 München, Germany, tel. +49 89 32353-0 operates the MOC Veranstaltungszentrum München on behalf and at the behest of MOC Verwaltungs-GmbH & Co. Immobilien KG. Messe München GmbH is entitled to render all event-related technical and other services in its own name and for its own account. Messe München GmbH and the respective organizer exercise domiciliary rights.

The house and usage rules apply to all persons entering the MOC Veranstaltungszentrum München. The rules are clearly posted at the access points to the MOC Veranstaltungszentrum München.

1.2 Opening hours

1.2.1 Stand construction and dismantling times

During the general stand construction and dismantling periods, work can be done in the halls and open-air area between 07:30 and 22:00 insofar as no other times have been specified for the given fair.

For general safety reasons in MOC Veranstaltungszentrum München the halls and MOC Veranstaltungszentrum München as a whole 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, Department Events MOC.

By the end of the dismantling period stipulated for each event the exhibitor must have removed all stand construction materials, all exhibits and 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 and risk, or dispose 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 at their stands outside these times due to exceptional circumstances require the written consent of Messe München GmbH, Department Events MOC.

2. Traffic at MOC Veranstaltungszentrum München, emergency routes, safety equipment

2.1 Road traffic regulations

The driving of any vehicle at MOC Veranstaltungszentrum München is at the driver's own risk and only allowed with a special permit, valid entry authorization or valid parking pass. During the event, the driving or parking of any vehicle at MOC Veranstaltungszentrum München is strictly prohibited. Messe München GmbH can however make exceptions and issue appropriate parking or entry permits. Messe München GmbH is entitled to make its issue of parking or entry permits dependent on the payment of an appropriate charge.

The parking or entry permit is to be placed behind the windscreen of the given vehicle so that it is clearly visible. The regulations arising from the use of parking or entry permits require strict compliance. Parking or entry permits are to be returned at any time at the request of the 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 MOC Veranstaltungszentrum München 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 MOC Veranstaltungszentrum München to be accessed during the period of the actual event.

The German Road Traffic Regulations apply throughout the entire MOC Veranstaltungszentrum München and the exhibition car parks. A maximum speed limit of 10 km/h applies within MOC Veranstaltungszentrum München. Pedestrians are to be given maximum consideration. No vehicles are allowed to access paths or green areas that have been cordoned off.

No vehicles are allowed to access the halls. Mobile homes and caravans may not be brought on to MOC Veranstaltungszentrum München for accommodation purposes.

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

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

For the purpose of ensuring a smooth flow of traffic during stand construction and dismantling periods as well as during the actual event, the traffic order and control regulations implemented by Messe München GmbH including instructions issued by any traffic control staff on site require strict compliance. Messe München GmbH reserves the right to regulate above all the access of the exhibitors and/or their stand construction companies and other contractors to the individual stands. In connection with fairs and exhibitions, it is advisable to make use of the full period allowed for stand construction as experience has shown MOC Veranstaltungszentrum München 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, their stand construction companies or other contractors due to MOC Veranstaltungszentrum München being overcrowded or to measures implemented by Messe München GmbH to control traffic within the area of MOC Veranstaltungszentrum München 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 routes and safety zones designated accordingly may not be restricted during the stand construction and dismantling periods either by parked vehicles or by exhibits, construction materials, packaging, etc. blocking the way.

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

Hydrants in the halls may be neither obstructed nor made unrecognizable or inaccessible.

2.2.2 Emergency exits, escape hatches, hall aisles

All hall exits and aisles designated as such in the hall plans are to be kept clear over their full width. They serve as escape routes in emergencies and may therefore never be obstructed by objects left in the way or protruding. 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 entrances, exits and access to stairways if sufficient room 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 recognizable as areas belonging to hall aisles.

2.3 Safety equipment

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

2.4 Stand numbering

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

2.5 Security

Messe München GmbH and/or the security company commissioned by it to supervise MOC Veranstaltungszentrum München is responsible for security at the entrances and in the halls and display areas. Messe München GmbH offers no guarantee that MOC Veranstaltungszentrum München will be supervised and monitored continuously. Messe München GmbH is authorized to implement any measures it deems necessary for monitoring and supervision purposes.

Supervision of stands, the items on display and any other objects located on the stands is not the responsibility of Messe München GmbH. Exhibitors are responsible for the security of their own stands and should organize it themselves as they see fit. However, only security guards from the company commissioned by Messe München GmbH to supervise MOC Veranstaltungszentrum München may be employed.

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

2.6 Emergency evacuation / Clearance

Messe München GmbH is entitled to order rooms, buildings halls and/or outdoor exhibition areas halls to be closed and evacuated for safety and above all regulatory compliance reasons. The exhibitor has to inform his employees of this procedure. He must draw up his own evacuation plans and make them known should this be required by law or ordered by the relevant authorities or Messe München GmbH. As and when required, he is responsible for ensuring that his stand is evacuated.

3. Technical data and features of the halls, atriums and exhibition areas

3.1 Hall data

The halls offer the following gross display areas:

Hall 1	2,955 m ²	Hall 2	2,758 m ²
Hall 3	3,892 m ²	Hall 4	4,165 m ²

Hall gate dimensions

The halls cannot be accessed by vehicles. Each hall has 2 gates measuring 5 x 4.25 m via which goods can be delivered from the loading area.

Height of halls

All halls have supporting pillars spaced at 11.5 x 11.5 m intervals. They are all equipped with sprinkler systems.

The construction height is 4 m.

Suspension points are available in all halls. The maximum perpendicular load per suspension point is 25 kg (250 N).

Load-bearing capacity of the hall floors

The hall floors are made of mastic asphalt. The maximum permissible load-bearing capacity of the floors in all halls is 1.5 t/m² (15 kN/m²). A total truck weight of up to 18 t (180 kN) is allowed. The maximum permissible fork-lift load is 7.5 t (75 kN).

3.1.1 Normal lighting, type of current, voltage

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. 350 lux measured 1 m above the floor.

Each hall is lit by artificial light. Halls 1, 3 and 4 are also lit by daylight.

Type of current and voltage available at the MOC Veranstaltungszentrum München:
Mains type: TN-S System
230 volt (± 10 %) / 50 Hz alternating current
3 x 400 volt (± 10 %) / 50 Hz three-phase current

3.1.2 Supply of electricity, water and compressed air

Electricity and water are supplied to the stands in the halls via the utility ducts in the hall floor. The utility ducts are located every 6 m x 12 m. They are fitted with covers measuring approx. 43 cm x 43 cm, Electricity supply 200 W/m²
Connection for water 1", wastewater NW 100 located every 6 m x 12 m in the utility ducts.
Connection for sprinklers 50 DN, connection located every 6 m x 12 m in the utility ducts.
Compressed air is supplied via compressors in the exhibition area.

3.1.3 Communications equipment

Stand telephone, fax, data and antenna connections are available via connection points located in the hall ceilings.

3.1.4 Sprinkler systems

The halls are equipped with sprinkler systems.

(See item 5.4.2 for information on sprinkler systems for covered stands)

3.1.5 Heating, ventilation

Messe München GmbH provides for the general heating and ventilation of the halls.

All the halls are partially air-conditioned.

3.1.6 Faults

Any fault occurring in supply (in respect of e.g. electricity, water, compressed air, heating, ventilation, communications, etc.) must be reported immediately to the Department Events MOC.

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).

3.2 Clearance heights

The clearance height of the gates in front of and behind the loading area is 4.25 m. The gates are 6 m wide. They are equipped with an induction loop. The gates leading from the delivery zone to the halls are 4.25 m high and 5 m wide (gate 1A, 1B etc.).

4. Technical data and features of the atriums and showrooms

Atrium 3	1,285 gross square meters
Showrooms 1st floor	21 rooms with a total area of 2,173 gross square meters
Studios C/D	486 gross square meters
Atrium 4	1,285 gross square meters
Showrooms 1st floor	58 rooms with a total area of 4,994 gross square meters
Showrooms 2nd floor	61 rooms with a total area of 3,768 gross square meters
Studios E/F	436 gross square meters
Support structure:	steel glass construction, in part T-supports
Room height:	atriums 3 and 4: approx. 9 m in the atriums The maximum construction height the atriums amounts to 6 m insofar as the organizer has not set any restrictions. Direct consultation is necessary in this case. The inside area can accommodate construction widths of up to 10 m. Showrooms 1 st floor: construction height 3 m up to lower edge of lighting (fluorescent lamps) Studios and showrooms 2 nd floor: 2.25 m to 4 m (see individual plans)
Load-bearing capacity:	floor loads of max. 500 kg/m ² Conveyance vehicle must be equipped with plastic or rubber wheels to prevent damage, metal wheels are prohibited.
Floors:	atriums 3 and 4: marble floors in tile form Showrooms/Studios: unfinished floor base: cement screed on footfall and / or thermal insulation floor finish: carpeting, wheelchair-compatible, extremely flame retardant Hallways: carpeting.
Ceilings:	atriums 3 and 4: steel glass construction. Showrooms/Studios: suspended acoustic ceilings with integrated ventilation and extraction.
Walls:	walls between the showrooms and hallway walls made of plaster board in support frames.
Windows:	showrooms in part with sun screening facilities
Doors:	in part steel glass doors, some with fixed glazed section, in part wooden doors with glass panelling, see individual plans for sizes. Doors are kept open automatically. Wedges are not allowed.
Room climate:	ventilation and extraction system, heating and cooling in the showrooms via individual appliances, cooling: 10 °C under outside temperature.
Lighting:	ceiling-mounted lamps and spots – 300 lux
Noise control:	70 dB(A) (upper limit)
Electrical / Communication / Sanitary installations:	atriums: electrical and communication connections are provided via floor tanks. Sanitary connections are located in the front and rear atrium areas and can be installed subject to consultation. Showrooms/Studios: the salons are equipped with power sockets via which up to 3 kW power can be sourced per wall side. In total, 6 kW power is available per room. Enhanced power supplies can be installed upon consultation with the Department Events MOC. Subject to ordering, telephone and Internet connections are installed individually via wall sockets. Water connections are possible to a restricted extent and after consultation only.
Compressed air:	no compressed air connections are available.
Lighting:	the light strength is 300 lux.
Suspension units	
atriums:	suspension units in the inside area are possible upon consultation with the Department Events MOC. Suspension points may be installed by MOC Veranstaltungszentrum München service companies only. Showrooms/Studios: no items can be suspended from ceilings.

Fire protection

in atriums / showrooms: Between the showrooms and the inside area available for stand building, a fire-break of 4 meters in width must be kept clear; this is also the escape / rescue route. Stand ceilings and canopies are not allowed in the atriums / showrooms for fire protection reasons.
Showrooms: the emergency exit door facing the aisle leads directly to an escape / rescue route and must be kept clear of fittings and stored goods at all times. The door must be unlocked when persons are present in the room.

Access to atriums / Loading:

The load lift and self-operated lifts can be used from the delivery zones on the ground floor and 2nd underground floor for delivering heavy and bulky goods. The clearance size to the atrium is 2.10 m wide x 2.0 m high. The load lift must be operated by a lift operator who has to be ordered for duty during stand set-up and dismantling periods.

Dimensions of load lift: height: 2.60 m
width of cabin interior: 3.00 m
door width: 2.50 m
depth: 5.37 m
load-bearing capacity: 8,000 kg

Dimensions of self-operated lift: height: 2.50 m
width of cabin interior: 2.00 m
door width: 1.10 m
depth: 2.50 m
load-bearing capacity: 2,400 kg

5. Regulations governing stand constructions

5.1 Stand safety

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

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

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

Stand structures cannot be supported by securing them to the hall roof. (See item 5.7.5.2 for details of attaching objects to fixing points).

5.2 Stand construction approval

The maximum stand construction height in the halls is 4 m (the only exceptions to this are the areas directly adjacent to the hall entrances where the construction height is restricted to 2.50 m). Insofar as the Technical Guidelines have been adhered to with regard to the design and construction of the stand, there is no need to submit drawings for the approval of single-storey stands in the halls. All other types of stand, above all those with floor space in excess of 100 m² or such with horizontal canopies or covers in excess of 30 m², mobile stands, stands with bridges, stairs, cantilever roofs, galleries, sloping walls, etc., require approval whereby the sides of any high structures facing towards neighboring stands (e.g. visible rear sides) are to be designed in a neutral white manner without any advertising elements. A minimum distance of 1 m must be kept clear to the stand perimeter for any advertising located directly adjacent to neighboring stands. Advertising elements may not be equipped with flashing or changing lights.

To the extent that 200 or more seats need to be arranged, the total number of seats and the escape / rescue routes must be shown in a separate plan (seating plan scale 1:200) to be submitted to Messe München GmbH in triplicate, whereby the width of the escape / rescue routes is to be based on the maximum number of persons the room can accommodate and sized accordingly (see also item 6.9). 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.

5.2.1 Stand structures subject to inspection and approval

All organizers, exhibitors, tenants, service partners or other service providers are obliged to check whether the temporary structures they are planning to build require approval. If in doubt, you should contact the Department Events MOC of Messe München GmbH.

Stand spaces in the halls:

To-scale drawings for single-storey stands with floor space in excess of 100 m² or with horizontal canopies or covers larger than 30 m² must be submitted for approval to the Department Events MOC in duplicate (ground plan and elevation sketches to a scale of at least 1:100) by the deadline specified in the Order Forms for Exhibitor Services at the latest. To the extent that approval is granted, one copy is then returned to the exhibitor / stand-builder with Messe München GmbH's stamp of approval. This means that the stand construction concerned has been approved. The erection of such temporary structures as require execution approval in accordance with art. 72 of the Bavarian Building Directive (BayBO) must be applied for with the Munich City Council – Department for Urban Planning and Building Regulations – subject to submission of the test log and compliance with the statutory deadlines.

Postal address:
Landeshauptstadt München
Referat für Stadtplanung und Bauordnung
Hauptabteilung IV – Lokalbaukommission
Blumenstraße 28 b
D-80331 München
www.muenchen.de

5.2.2 Vehicles and containers

The use of vehicles and containers as exhibits in the halls is subject to approval (see item 5.4.1.2). For damage to road surfaces and hall floors by vehicles and containers, the exhibitor is liable in full.

Motorized / Mobile exhibition stands (show trucks, buses, trailers, etc.) must be equipped with a sprinkler system if they constitute a single, uninterrupted area measuring more than 30 m². The space between two motorized / mobile exhibition stands is considered to be part of a single, uninterrupted area unless the distance between the two motorized / mobile exhibition stands is large enough to ensure that the effect of the sprinklers installed in the hall is not compromised.

Due to the lack of a connection between the temporary sprinkler system and the central fire alarm system on site, at least one security guard must be present throughout from the time the mobile exhibition stand accesses the exhibition center to the time it exits it. The security guard can be provided by the exhibitor himself or via the MOC Veranstaltungszentrum München security service.

Should the security personnel be deployed by the exhibitor, a list of their names and phone numbers must be deposited with the Department Events MOC.

5.2.3 Alteration of non-compliant stand structures

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

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

5.2.4 Extent of liability

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

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

5.3 Construction heights

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

The maximum height for stand structures set by Messe München GmbH may only be exceeded with prior written approval.

Exhibits are not normally subject to this limitation, but should be reported to the Department Events MOC prior to the event.

5.4 Fire prevention and safety regulations

5.4.1 Fire prevention

5.4.1.1 Stand construction and decorative materials

Easily flammable materials, materials that drip or melt when burning, toxic gases or materials producing heavy smoking may not be used. The use of plastics that cause heavy sooting when burning (e.g. polystyrene, rigid polyurethane foam, styrofoam, etc.) is only allowed with the prior written consent of the Department Events MOC (informal application with details of type of material, quantity and planned installation environment required). Verification of the fire resistance of the material concerned when fitted must be provided.

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 München GmbH can only allow the retrospective rendering of flame retardancy for decorative materials (embellishments) if this occurs with the approval of the Munich Municipal Fire Department, using a suitable and approved flame retardant and given compliance with the relevant processing instructions. Messe München GmbH's consent can be made subject, above all, to the fire load to be taken account of.

A test certificate confirming the building material classification of materials used must be kept available for presentation on the stand. Suspended stand decorations must be at least 2.50 m above the floor. Flammable materials must be kept at a sufficient distance from any ignition sources, such as spotlights or radiant heaters, to ensure against the materials getting ignited.

In individual cases and for safety purposes, special conditions may be imposed for load-bearing structural components (e.g. non-flammability).

Stand floor coverings must be laid with sealed joints. The use of cable ties as fasteners for parts subject to structural loads is prohibited.

Trees and plants may only be used for decorative purposes (as embellishments) if they have been freshly cut (i.e. leaves or needles must be green and juicy). If during the event it becomes apparent that the trees and plants have dried out and become easily flammable, they must be removed. Trees should be free of branches up to about 50 cm above floor level. Any turf used must be kept moist at all times (otherwise risk of being set alight by cigarettes, matches, etc.).

Bamboo, reeds, hay, straw, bark mulch, turf or similar materials do not generally comply with the above requirements and are therefore prohibited as a general rule. Any exceptions to this ruling require the prior approval of the Department Events MOC.

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

5.4.1.2 Motor vehicles as exhibits

In the halls and atriums, motor vehicles may as a general rule neither be operated nor parked. 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. In the exhibition halls and atriums, vehicles may only be displayed with the quantity of fuel required for accessing and leaving the given hall. The low level lamp on the fuel gauge must be activated. At Messe München GmbH's request the battery is to be disconnected. The fuel tank is to be locked if possible.

Further requirements may have to be met if the vehicles are located in areas not intended for this purpose under building law (e.g. foyers). In such cases, an enhanced level of safety can be achieved via

- deactivation of the fuel tanks,
- disconnection of the batteries and/or
- use of security staff.

Internal combustion engines may not be put into operation for demonstration purposes in the halls or atriums or within the exhibitor's own stand. They must be fitted with silencers for any demonstration in the outdoor exhibition area. Fuels may not be stored on the stand. See also item 6.7 for information in connection with gas-driven vehicles and/or vehicles with energy capture via fuel cells. Vehicles with liquid gas engines may only be located above the upper edge of the site. When demonstrating vehicles and devices with combustion engines, attention must be given to ensuring that this only occurs in areas to which the public has no access.

Motorized/Mobile exhibition stands (show trucks, buses, trailers, etc.) must be equipped with a sprinkler system if they constitute a single, uninterrupted area measuring more than 30 m². Such areas as are located between two motorized/mobile exhibition stands also count as part of given single, uninterrupted area unless the space between the two motorised/mobile exhibition stands is large enough to ensure that the effect of the sprinklers installed in the hall is not compromised.

5.4.1.3 Explosive substances, ammunition

Such explosive substances as are subject to the provisions of the Explosives Act and ammunition as is subject to the Firearms Act may not be displayed at fairs and exhibitions.

5.4.1.4 Pyrotechnics

Pyrotechnical displays are as a general rule 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 relevant safety authorities. Exhibitors have no entitlement to approval being granted exceptionally.

5.4.1.5 Balloons and airships

The use of balloons and airships is generally prohibited in the halls and atriums. Exceptions to this ruling require the prior written approval of the Department Events MOC. To the extent that approval is granted, the balloons and airships may be filled with non-flammable, non-toxic gases only. The balloons and airships must remain within the confines of the stand and not exceed the maximum height allowed for stands and advertising hoardings.

5.4.1.6 Other flying object

The use of flying objects is in the halls and atriums is generally not permitted. Exceptions require the prior written approval of the Department Events MOC.

5.4.1.7 Smoke machines

The use of smoke machines has to be co-ordinated with the Department Events MOC.

5.4.1.8 Ash containers, ashtrays

To the extent that smoking is not explicitly prohibited on a stand or parts 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.

5.4.1.9 Containers for recyclable and residual waste

No containers for recyclable and residual waste made of flammable materials are to be used on the stands. Any recyclable and residual waste produced on the stands should be disposed of regularly, on the evening of each event day latest, via containers intended for this purpose and placed on 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 containers/bags that are distributed for non-recyclable, recyclable and residual waste are collected by the cleaning company on the evening of each event day.

5.4.1.10 Spray guns, solvents

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

5.4.1.11 Abrasive cutting and working with a naked flame

Prior approval must be submitted in writing to and obtained from the Department Events MOC. for any welding, cutting, soldering, melting and abrasive cutting work. The surrounding area must be protected from flying sparks when work is under way. Any joints and cracks should be sealed with appropriate, non-flammable materials. Stands must be equipped with suitable fire extinguishers approved to DIN 14406 and/or EN3 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.

5.4.1.12 Empty packaging/Storage of goods

The storage of empty packaging of any kind (e.g. packaging and packing materials) in the halls, in the atriums, the showrooms and in the delivery zone is prohibited. Any such items should be removed as soon as they have become empty.

Messe München GmbH is entitled to remove wrongfully stored empty packaging at the expense and risk of the exhibitor. The storage of such items at the MOC event facilities can occur via forwarding agents appointed by Messe München GmbH. This service is not free of charge.

5.4.1.13 Fire extinguishers

We recommend at least one fire extinguisher as per DIN EN3, ASR A2.2 be kept on each exhibition stand over 200 m². Only CO₂ fire extinguishers with a currently valid test seal may be used.

A CO₂ extinguisher is to be kept on stands with electrical distribution units with a total output of at least 10 KW. The size is limited to max. 12 kg. Appropriate fire extinguishers (class A, B, F) are to be kept on exhibition stands with kitchens where fats and oils are heated up.

Suitable, tested fire extinguishers can be hired from the MOC Events department of Messe München GmbH or from our service partner Wania + Barfuss & Co. KG. Messe München reserves the right to charge for any used or damaged fire extinguishers that have been removed from in-house wall hydrants. For exhibited motor vehicles of any kind, a CO₂ fire extinguisher must be kept available on site.

5.4.2 Stand ceilings

The halls at MOC Veranstaltungszentrum München are equipped with an automatic fire extinguishing system, the effective operation of which may not be hindered by any stand ceilings.

Irrespective of their size, stand coverings of any kind are subject to approval and must be registered in writing with the Department Events MOC of Messe München GmbH (see "Application for Preventive Fire Protection Measures" form in the Order Forms for Exhibitor Services). All stand ceilings and canopies are subject to the prior written approval of Messe München GmbH's Department Events MOC.

Stand ceilings must generally be at least flame-retardant (B1 as per DIN 4102 or DIN EN 13501-1; the test certificate should be available for presentation on the stand) and a sprinkler system has to be installed for any single covered area exceeding 30 m².

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

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

- Metal modular or grid ceilings:
The covering concerned is a modular or metal-grid ceiling comprising open-mesh grating, perforated sheet metal or similar. At least 70 % of the entire ceiling structure including lamp fittings, etc. must be open in accordance with the planning and installation guidelines laid down by the Association of Damage Insurers (VdS). The degree of openness of the given structure must be proven verifiably.
- Textile coverings:
The covering is fire-resistant and its horizontal installation below sprinkler units has been approved by the Association of Damage Insurers (VdS) (wide-mesh netting or fabric with integral thread fusing). VdS' written approval should be submitted to Messe München GmbH's Department Events MOC; compliance with the VdS installation instructions is required.

Further information on the materials approved for stand coverings and the suppliers of such materials can be obtained from the Order Forms for Exhibitor Services (see Notice on Sprinkler-compatible Materials).

5.4.3 Glass and acrylic sheet

Only glass suited to the relevant purpose may be used. In the case of structures made of glass, only laminated safety glass may be used. For further information on the subject, please contact the Department Events MOC.

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

5.4.4 Regularly occupied spaces/Partitioned "trapped" rooms

Any partitioned rooms on stands in the halls used by staff must offer users an unobstructed line of sight in the direction of escape towards the nearest emergency escape/rescue route. Such occupied spaces as 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.

Alternatively, 'trapped rooms' may be separated from other stand areas only by glazing to preserve the visual perception of a single room. Kindly contact the Department Events MOC for further information.

5.5 Exits, escape routes, doors

5.5.1 Exits, escape routes

Stands with a floor area exceeding 100 m², an escape route longer than 10 m or a stand designed such that the exit/escape route is not visible from all points on the stand must have at least two separate exits/escape routes to be located as far apart from each other as possible.

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 0.90 m. Stands with a floor area of more than 200 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 Department

Events MOC stipulates the number of exits and their respective clearance width in compliance with the statutory and regulatory requirements valid at the given time.

Any partitioned rooms on stands in the halls used by staff must offer users an unobstructed line of sight in the direction of escape towards the nearest emergency escape/rescue route. Such rooms used by staff as 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).

If within a given stand the maximum length of an escape route to a hall aisle exceeds 10 m, the stand must be equipped with a second exit and/or an aisle at least 2 m wide leading to a hall aisle.

Escape routes should be marked as such in accordance with ISO 7010 and/or BGV A8.

5.5.2 Doors

The use on escape routes of swing doors, revolving doors, security coded doors, sliding doors, lifting doors and any other devices which could block access is prohibited.

5.6 Platforms, ladders, stairs, bridges

All general walkways immediately adjacent to areas that are more than 0.20 m lower must be protected by a balustrade of at least 1 m with at least top, middle and lower cross-braces.

Static load verification is to be provided for platforms with a height of 0.5 m and more. The platform floor must be designed to comply with DIN EN 1991-1-1 (2010) in conjunction with DIN EN 1991-1-1/NA (2010) Table 6.1DE Category C1 or C 3 depending on the specific use made of it. This equates to a working load of $q_k = 3 \text{ kN/m}^2$ for cafés and reception areas; for areas where a large number of persons gather, 5 kN/m^2 applies.

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

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

5.7 Stand design

5.7.1 Appearance

The design and equipping of a stand as well as any necessary construction work are the responsibility of the given exhibitor. In this connection, he must however take into account the character and appearance of the fair and/or exhibition concerned. To this end, Messe München GmbH is entitled to demand changes to be made to the stand design. Moreover, Messe München GmbH reserves the right to prescribe the framework structure required for a given event in its Special Terms of Participation. Products manufactured by way of the exploitative employment of child labor as defined under the provisions set out in ILO Convention 182 may not be used for the construction or equipping of the stand.

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

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

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

When building the stand, it is advisable to give due consideration to its barrier-free nature such that stands and the facilities they offer are also accessible to and can be used by handicapped persons without assistance.

5.7.2 Verification of rented stand space

The stand area is measured out on the hall floor 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 fire alarms, utility ducts, ventilation systems, etc. and, where necessary, instruct the stand-builder accordingly.

The boundaries of the stand area must be observed. (See also item 5.7.4 Hall floors)

5.7.3 Structural modifications to halls

Hall, atrium and showroom elements as well as technical facilities may not be damaged, soiled or in any way changed (e.g. by drilling of holes, use of nails or screws, etc.). Nor may paint, wallpaper or adhesives be applied to them.

Stand structures and exhibits may not subject hall, atrium and showroom elements as well as technical facilities to any strain they were not intended to withstand. Hall columns/supports within the stand area may, however, be integrated into the stand design providing they are not damaged and the maximum stand height is not exceeded. Joints on hall, atrium and showroom walls, ceilings and floors may under no circumstances be damaged by chiselling, foundation work or the like. No bolts or anchorages for stand structures may be fitted (see also item 6.1.1 Damage).

Securing exhibits via floor anchorages is only possible in exceptional, justified cases and with Messe München GmbH's prior written consent. To this end, the floor anchorages required should be registered in writing with the Department Events MOC two weeks prior to the commencement of the stand set-up period at the latest. To-scale plans with details of location, anchorage type, drill hole diameters and number of anchorages should be attached to the application. The number of anchorages should be kept to an absolute minimum. The exhibitor has no entitlement to the fitting and use of floor anchorages. Messe München GmbH reserves the right to prescribe the materials to be used for anchorages. In cases where non-approved materials are used and/or floor anchorages are fitted without Messe München GmbH's written consent, flat-rate repair charges of EUR 90 per drill hole plus VAT will be raised. For further information, please contact the Department Events MOC.

5.7.4 Hall floors

Carpets and other floor coverings must be laid with due regard to safety and may not protrude beyond the stand area.

Only adhesive tape that leaves no traces when removed may be used to fix such coverings. No other adhesive materials or paint may be used on the hall floors.

Any materials used must be removed without leaving any traces. Substances such as oil, grease, paint and the like must be removed from the floor immediately.

Utility ducts are located every 6 m x 12 m. Usage of the utility ducts is reserved exclusively for Messe München GmbH's accredited service partners.

5.7.5 Suspending items from the hall ceiling

Items may only be suspended using the technical facilities intended for this purpose and in accordance with the provisions set out in the German ordinance BGV C1.

5.7.5.1 Provision of fixing points

The provision of supporting structures and fixing points for suspending items from the hall ceiling is the exclusive responsibility of Messe München GmbH. Any changes to supporting structures may only be carried out by Messe München GmbH. To this end, Messe München GmbH will appoint specialist subcontractors to do the work required.

To the extent structurally feasible, the exhibitor will be provided with a fixing point at the desired position above the stand area. Plans should be attached to the order (form in Order Forms for Exhibitor Services), clearly showing the desired positioning of the fixing points and height details. Items to be suspended may only be located above and within the stand confines. Construction and advertising hoarding heights are to be taken into account. Messe München GmbH will review the feasibility of the desired fixing points.

Each suspension point of the hall ceiling structure can withstand a maximum perpendicular load of 25 kg at distances of 1 m apart from each other.

5.7.5.2 Attaching items to the fixing points

Items to be suspended from the fixing points ordered (lighting supports, spotlights, etc.) may only be fitted by the given exhibitor's own specialists or by authorized specialist companies in compliance with relevant German and/or EU regulations and accepted technical practice.

With regard to the attachment and securing of items to be suspended, relevant safety regulations and in particular the German ordinances BGV A 1 (general requirements), BGV C 1 (venues and production sites for stage performances), BGV D 8 (hoisting, lifting and winching equipment) and, if applicable, VstättV (safety code governing places of assembly) must be observed. Cable connections for load-bearing purposes must comply with DIN 56-921-11; cable clamps may not be used.

For further information on approved fastening materials, please use our download service via the Messe München GmbH homepage.

For safety reasons, the following rules also require compliance. The following are prohibited:

- Suspending of stand components or exhibits
- Securing of stand components or exhibits (stand components and/or exhibits must stand securely in their own right)
- Suspending of items with a rigid and/or frictional connection to the hall floor.

Exceptions to these rulings require Messe München GmbH's prior written authorization.

The fitting and securing of items to be suspended as well as the provision and fixing of complete lighting systems, etc. can also be ordered from Messe München GmbH.

5.7.6 Stand perimeter walls

Partition walls can be ordered via the Order Forms for Exhibitor Services.

The partition walls and supports may be neither modified nor processed by exhibitors. The exhibitor is liable for any damage to persons or property arising from non-compliance with this ruling.

5.7.7 Advertising media/Presentations

Stand and exhibit inscriptions, logos and trademarks may not exceed the specified height. In the case of advertising media, a distance of 2 m should be kept free to the neighboring stand unless the advertising is not pointing in any way towards the stand concerned.

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

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

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

In the absence of any provisions to the contrary set out in the Terms of Participation, the distribution of printed matter and the use of advertising media is only permitted within the boundaries of the exhibitor's own stand.

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

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

If a fair, exhibition or other event is not organized by Messe München GmbH but by another organizer, the organizer concerned is entitled to exercise Messe München GmbH's rights described above.

5.7.8 Barrier-free design

When designing stands, attention should be given to ensuring that they are barrier-free. Stands and the facilities on them should also be accessible and usable by disabled persons on their own.

5.8 Dismantling stands

By the end of the dismantling period set for a given event, the exhibitor is obliged to completely clear the stand of all stand-building material, exhibits and any other items and restore the stand area to its original state.

After the set dismantling period has elapsed, Messe München GmbH is entitled but not obliged to have any items left on the stand removed and stored by an authorized forwarding agent at the expense and risk of the exhibitor and charge an appropriate handling fee for doing so. Messe München GmbH is entitled to dispose at the exhibitor's expense of any exhibition-related material and all other items left on the stand after the set dismantling period has elapsed.

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

6.1 General 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 dismantling work may only be carried out in accordance with the relevant statutory labor and industrial regulations valid at the given time.

6.1.1 Damage

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

6.2 Use of machinery

The use of stud guns is prohibited.

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

Only such cranes, fork-lift trucks and work platforms as are supplied by Messe München GmbH's authorized service partners may be used. In special cases, the approval of Messe München GmbH's Department Events MOC must be sought.

6.3. Electrical installation

6.3.1 Connections

Electrical installations 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 its contractors include the main electrical connection and cabling, the master fuse and, if applicable, the master switch/electricity meter. Messe München GmbH's Department Events MOC reserves the right to restrict the electrical connection to one basic connection per stand space unit for reasons of safety.

The use of generators on the stands is prohibited. The exhibitor is not allowed to obtain electricity for his stand from such persons as have not been authorized to supply electricity by Messe München GmbH. Exhibitors are expressly forbidden to obtain electricity from neighboring stands. Furthermore, exhibitors are not entitled to supply any third parties at MOC Veranstaltungszentrum München apart from their co-exhibitors with such electricity as is supplied to them by Messe München GmbH. This applies particularly to neighboring stands.

A ground plan indicating the required position of the connections should be attached to the orders (forms in Order Forms for Exhibitor Services).

The exhibitor is responsible for ensuring that the electrical installation is able to provide all items on the stand requiring electricity with sufficient power such that they can operate simultaneously. Should this not be the case, Messe München GmbH is entitled to upgrade the electrical installation at the expense of the exhibitor at the prices stated in the relevant order forms for exhibition services even without an order to this effect from the exhibitor so that all items on the stand requiring power can operate simultaneously.

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

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

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

6.3.2 Stand installation

Electrical installation work within the confines of the stand can be carried out by the exhibitor's own electrical fitters or approved electrical contractors in accordance with VDE regulations (Association for Electrical, Electronic & Information Technologies), VdS regulations and accepted technical practice.

Electrical 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.

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

6.3.3 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). Special attention should be given to VDE 0100, 0100-718, 0128 and IEC Norm 60364-7-711.

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

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

The regulations set out in the "Electrical Installation on Exhibition Stands" section of the Order Forms for Exhibitor Services require full compliance. All exhibition stand electrical installations will be inspected by an expert for compliance with the regulations effective at the given time for the Munich Trade Fair Center. The inspection will be organized by Messe München GmbH.

6.3.4 Safety precautions

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

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

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

6.3.5 Safety lighting

Stands whose specific design or structure render the given building's general safety lighting ineffective must be equipped with their own, additional safety lighting in accordance with VDE 0100-718, DIN 50172 and DIN EN 1838. It must be installed in such a manner that the general escape routes can be found and accessed safely.

6.4 Installation of water/wastewater facilities

All installations on stands must comply with the relevant drinking water regulations valid at the given 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.

6.4.1 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. Exhibitors are not allowed to obtain water for their stand from such persons as have not been authorized to supply water by Messe München GmbH. Furthermore, exhibitors are not entitled to supply any third parties at MOC Veranstaltungszentrum München apart from their co-exhibitors with such water as is supplied to them by Messe München GmbH. Exhibitors are above all prohibited from supplying neighboring stands with such water as is supplied to them by Messe München GmbH.

Connection plans indicating the required position of the connections should be attached to the orders (forms in Order Forms for Exhibitor Services).

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 guarantee the simultaneous operation of all items requiring such facilities, 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 even without an order to this effect from the exhibitor.

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 exceptional circumstances, the required location may be so unfavorable that the connection ordered cannot be installed or that additional costs may be incurred.

Messe München GmbH is entitled to run water/wastewater pipes and connections serving neighboring 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 is payable by the exhibitor concerned.

To the extent that water consumption is not payable on a flat-rate basis, it will be determined via the meter fitted and invoiced at the per-m³ prices shown in the Order Forms for Exhibitor Services.

Wastewater polluted with chemicals may not be fed into the sewage system (see also Item 7.2.1).

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

6.4.2 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 practice.

Plumbing 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 plumbing work including connecting up equipment requiring water (devices with water supply and wastewater drainage facilities, e.g. sinks) 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 start of the stand set-up period at the latest, as to which plumbing contractors and/or plumbers will be carrying out the plumbing work. If Messe München GmbH is not supplied with this information by the set time, Messe München GmbH will connect up the equipment requiring water/wastewater facilities and charge the exhibitor with the costs incurred at the prices stated in the Order Forms for Exhibitor Services.

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

Dishwashers without integrated drainage pumps are not connected to the water mains for safety reasons if the drainage gradient is considered inadequate.

The connection of refrigerators/freezers with open-cycle cooling systems should be registered with Messe München GmbH's Department Events MOC. The water consumed will be measured via meters and charged at the rates stipulated in the Order Forms for Exhibitor Services. Messe München GmbH reserves the right to prohibit the use of refrigerators/freezers with open-cycle cooling systems.

6.5 Installation of compressed-air facilities

6.5.1 Connections

The provision of exhibition stands with compressed air is only possible via compressors. At the request of the given exhibitor, Messe München GmbH will install a compressor for the supply of compressed air on the stand concerned. The use of a compressor to be supplied by the exhibitor himself has to be notified to Messe München GmbH's Department Events MOC four weeks prior to commencement of the stand set-up period of the given event at the latest. Exhibitors are not allowed to obtain compressed air for their stands from such persons as have not been authorized to supply compressed air by Messe München GmbH. Exhibitors are above all prohibited from obtaining compressed air from neighboring stands. Furthermore, exhibitors are not entitled to supply any third parties at MOC Veranstaltungszentrum München apart from their co-exhibitors with such compressed air as is supplied to them by Messe München GmbH. Exhibitors are above all prohibited from supplying neighboring stands with such compressed air as is supplied to them by Messe München GmbH.

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, Messe München GmbH is entitled to upgrade the compressed-air 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 same. Supply lines will run above ground.

Messe München GmbH is entitled to run compressed air piping and connections serving neighboring stands across the exhibitor's stand unless Messe München GmbH can provide the compressed air 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 way must give due consideration to the safety of the public and exhibitors alike and is payable by the exhibitor concerned.

A ground plan indicating the required position of the connections should be attached to the orders (forms in Order Forms for Exhibitor Services).

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

6.5.2 Stand installation

Compressed-air installation work within the confines of the stand can be carried out by the exhibitor's own fitters or approved contractors in accordance with German/EU requirements and accepted technical practice.

Compressed-air installation work within the confines of the stand can also be carried out by Messe München GmbH and/or contractors appointed by it providing an appropriate order is submitted.

To the extent that compressed-air installation work including connecting up equipment requiring compressed air (appliances with compressed-air 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 set-up period at the latest, as to which contractors and/or fitters will be carrying out the compressed-air installation work. If Messe München GmbH is not supplied with this information by the set time, Messe München GmbH will connect up the equipment requiring compressed air and charge the exhibitor with the costs incurred based on the rates stated in the Order Forms for Exhibitor Services.

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

6.5.3 Information and communications services

All fixed-line connections for 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 (forms in the Order Forms for Exhibitor Services).

6.6 Machinery, pressure containers and exhaust systems

6.6.1 Machine noise

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

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

If a fair, exhibition or other event is not organized by Messe München GmbH but by another organizer, the organizer concerned is entitled to exercise Messe München GmbH's rights described above.

6.6.2 Product safety

The exhibitor is principally obliged to display only those products that meet European marketing requirements (e.g. specific EU directives such as the Machinery Directive, Toy Directive, Low-voltage Directive, Medical Products Directive, PSA Directive, etc.) and the national legislation based on them (e.g. the German Product Safety Act – ProdSG). 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, however, a

sign must be attached to the product indicating that it may only be marketed in the EU and the European Economic Area (EEA) upon compliance with all relevant legal requirements, or that the product is only intended for export to non-EU states and non-EEA states.

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

Products may (and must) be provided with CE coding only when they are subject to specific EU directives prescribing such CE coding. For such products, a conformity assessment must be conducted, technical documents verifying conformity prepared, an EU conformity declaration issued and the CE coding attached. Operating instructions, safety information, etc. in the user's national language are to be provided or readied.

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

The stand personnel is also responsible for ensuring that no machines are activated without authorization.

6.6.2.1 Safety devices

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

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

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

6.6.2.2 Test procedures

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

6.6.2.3 Operating prohibition

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.

6.6.3 Pressure containers

6.6.3.1 Acceptance certificates

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

6.6.3.2 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. If applied for in good time, four weeks prior to the commencement of the trade show at the latest, pressure containers subject to testing may be put through the acceptance test by the Technical Inspectorate up to one day prior to the commencement of the event.

Inquiries in connection with this are to be addressed to the MOC Department Events. A person responsible for the pressure container must be present on the exhibition stand.

6.6.3.3 Rental equipment

If rental equipment is used on the stand, the above regulations apply accordingly. Above all, any proof of testing issued (6.6.3.1) should be kept on the stand near the pressure container concerned and presented at the request of the relevant supervisory authorities.

6.6.3.4 Verification

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

6.6.4 Exhaust gases and vapors

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

6.6.5 Exhaust systems

Such vapors and gases as are flammable, toxic or merely unpleasant for event participants must be fed off via an exhaust duct. The ducting may only 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 is included in the Order Forms for Exhibitor Services or available from Messe München GmbH's Department Events MOC).

6.7 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 being granted exceptionally is 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.

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

Under no circumstances may full cylinders be stored in the halls.

6.7.1 Compressed gas

Compressed gas cylinders are only allowed in assembly rooms if they are absolutely essential for presenting exhibits. The compressed gas cylinders must be protected against impact, falling over, unauthorized access and heat. Compliance with the provisions set out in TRGS 510 and TRGS 800 is required, as is labeling according to DIN EN 1089.

The storage of compressed gas cylinders or tanks in fair and exhibition halls is to be limited to the daily amount required.

6.7.2 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 (application via form 1.2, see also www.feuerwehr-muenchen.de):

- The location of the installation must be coordinated with Munich Municipal Fire Department.
- The maximum quantity of liquid gas that is permitted to be kept on the stand is 11 kg.

- The liquid gas cylinder in use at the time is to be protected against unauthorized access and heat by keeping it in a fully sealed, appropriately marked sheet metal cabinet (yellow label with a black "G") with floor ventilation.
- The German Statutory Accident Prevention Regulation DGUV 79 and "Technical Regulations Liquefied Gases" TRF 2012 must be observed; compliance with system, location and leakage requirements as well as with the provisions set out in accident prevention regulation BGV D34 is to be verified and certified by an independent expert.
- The pipes and cables of the liquid gas system are to be laid such that they are pullrelieved and protected against mechanical stress.
- Usage for heating and cooking purposes is prohibited.
- An officially approved fire extinguisher (PG 6 as per DIN 14406 or DIN EN3) is to be kept on the exhibition stand.
- Each item of gas-driven equipment must be fitted with a stopcock that is easily accessible at all times. The storage of liquid gas cylinders in the exhibition halls is prohibited.
- The accident prevention provisions set out in BGV D34, TRGS 510 and TRGS 800 must be observed.

6.7.3 Flammable liquids

Approval for the use of flammable liquids can only be granted in connection with the operation or 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 safely due to the potential risk of fire or explosion. Smoking is strictly prohibited at the place of use. Appropriate signs must be provided. Only authorized persons may be allowed access. An officially approved fire extinguisher in accordance with DIN 14406 or DIN EN3 is to be kept on the exhibition stand.

6.8 Hazardous substances

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

6.9. Assembly rooms / Show areas

Presentations and acoustic advertising require Messe München GmbH's prior approval and must occur in such a way as not to disturb any neighboring exhibitors. The noise level at the stand perimeter may not exceed 70 dB(A). Despite having given its prior approval, Messe München GmbH is entitled to restrict or prohibit such presentations as cause noise, visual disturbance or, for other reasons, constitute a significant risk or disturbance to the event or its participants. The regulations stipulated by the relevant authorities must be observed.

Naked flames, open fires and actions constituting a fire risk are prohibited. Any exceptions to this ruling require the approval of Munich Municipal Fire Department. Electric switching systems may not be accessible to visitors.

To the extent that 200 or more seats need to be arranged, the total number of seats and the escape/rescue routes must be shown in a separate plan (seating plan scale 1:200) to be submitted to Messe München GmbH in triplicate, whereby the width of the escape/rescue routes is to be based on the 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 in the direction of escape towards the nearest emergency escape/rescue route. Assembly rooms that can be accessed or exited via another partitioned room only ('trapped' assembly rooms) are prohibited. 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). Each assembly room must have a sufficiently clear view of its adjoining area.

Messe München GmbH reserves the right to impose additional conditions should the need arise.

The Assembly Place Directive (VStättV) applying at the given time (with particular regard to the operating requirements in part 4 with paras. 31 through 43, as well as para 10 sect. 1, para. 14 sect. 3 and para. 19 sect. 6) requires compliance.

The width of 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 verifiably calculated through to the circulation areas.

Exits in darkened rooms must be lit adequately (signs according to ISO 7010 and/or BGV A8). Curtains in the vicinity of the exits must open easily to the minimum exit width prescribed, end 10 cm above the floor and be extremely flame retardant. They are to be provided with a colored marking along the vertical edges used for opening and closing. They may 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 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 be 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. Aisles with a minimum width of 1.20 m must be provided behind and between the blocks. 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 Department Events MOC.

6.10 Radiation protection

6.10.1 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 Directive valid at the given time and submitted to Messe München GmbH at least six weeks prior to commencement of the given event. Insofar as a permit has been issued, the exhibitor must prove that the intended use of radioactive materials at MOC Veranstaltungszentrum München is covered by the permit concerned.

See the Application for Preventive Fire Protection Measures form in the Order Forms for Exhibitor Services for further information.

6.10.2. 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) valid at the given time 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 as the exhibition venue is the Munich State Factory Inspectorate to which the applications for approval or notification must be submitted.

6.10.3 Laser equipment

The operation of laser equipment requires a special permit and the approval of Messe München GmbH's MOC Events department. The operation of laser equipment is to be notified to the responsible authority in accordance with BGV B2 and will be checked by an independent inspector. The laser equipment may only be used if the conditions stipulated by the independent inspector are complied with.

6.10.4 High-frequency equipment, radio systems, electromagnetic compatibility and harmonics (dirty power)

The operation of high-frequency equipment, radio systems and electromagnetic fields requires a special permit and Messe München GmbH's approval.

The operation of high-frequency equipment and radio systems is only permitted if it complies with the provisions of the Telecommunication Installations Act (BGBl I) and the Electromagnetic Compatibility of Equipment Act (EMVG) valid at the given time.

The use of paging systems, microport equipment, two-way radio intercom equipment and telecontrol equipment is subject to approval by the Telecommunications and Post Regulatory Authority. A copy of the approval documents issued by the Regulatory Authority is to be submitted to Messe München GmbH in good time prior to the commencement of the given event.

Moreover, the operation of high-frequency equipment and radio systems is only permitted if a sufficiently large frequency gap is verifiably left between the frequencies/applications they use and those already in use at MOC Veranstaltungszentrum München. This verification must be submitted to Messe München GmbH. Details regarding the frequencies/applications in use at MOC Veranstaltungszentrum München are available from Messe München GmbH's Department Events MOC.

In case exhibits are shown or stand decorations used, in which electrical, magnetic or electromagnetic fields are generated, the provisions of the Twenty-sixth Ordinance for the Implementation of the Federal Immission Control Act must be adhered to. Electrical installations or exhibits and the exhibition stands are to be designed in such a way as to prevent the power supply network of the exhibition facility being affected by unacceptably high harmonic oscillations (dirty power) (see item 6.3.3).

6.11 Cranes, fork-lift trucks, exhibition goods, packaging, goods consignments

The forwarding agent under contract to Messe München GmbH, hereinafter termed "official forwarding agents", exercises sole forwarding agent rights at MOC Veranstaltungszentrum München, e.g. transportation of exhibits, stand structures, etc. to the stands incl. provision of any auxiliary equipment required as well as customs clearance for temporary or permanent importation purposes. Only the officially accredited forwarding agent may be appointed to render forwarding agent services at MOC Veranstaltungszentrum München.

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

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

6.12 Musical reproduction

For all types of musical and audio-visual reproduction, subject to the provisions of the Copyright Act valid at the given time, permission is required from the German Performing Rights Society (GEMA).

Contact:
GEMA
11506 Berlin, Germany
Tel. +49 30 58858999
Fax +49 30 21292795
kontakt@gema.de
www.gema.de

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

6.13 Beverage dispensing systems

For the installation and operation of beverage dispensing systems on the stand, the relevant statutory legislation, above all the provisions of the Beverage Dispensing Systems Directive (TRSK) 400 No. 3.3.1 and No. 3.3.2 and the Operating Safety Directive (BetrSichV) valid at the given time, must be observed. Further information can be found on the "Registration of Beverage Dispensing Equipment/Notification of Intention to Serve Food and Beverages" form in the Order Forms for Exhibitor Services.

6.14 Food supervision

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

As far as the commercial production or distribution of food is concerned, the exhibitor must observe the provisions of the Infection Prevention Act. It is up to the exhibitor to inform himself about all relevant regulations, including those stipulated by local safety authorities, and to observe them. Further information can be found on the "Registration of Beverage Dispensing Equipment/Notification of Intention to Serve Food and Beverages" form in the Order Forms for Exhibitor Services.

6.15 Disturbance due to exhibition goods

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

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.

7. Environmental protection

Messe München GmbH is committed to the protection of the environment.

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

At MOC Veranstaltungszentrum München, such materials and products as are characterized by their durability, repair-friendliness and recyclability, as produce less waste or waste that is easier to dispose of and/or as are made of residual materials or waste should be used to the greatest possible extent.

One-way tableware for catering purposes is to be avoided. Beverages should be purchased in reusable containers (deposit bottles) as far as possible. However, if disposable tableware is used in exceptional circumstances, only ecologically safe materials may be used, i.e., degradable without harmful effects on groundwater or which can be burnt in waste incinerators without generating residues harmful to the environment.

7.1 Waste management

Each exhibitor or contractor appointed by it (e.g. stand-builder, caterer, etc) generating waste at MOC Veranstaltungszentrum München is responsible for the correct, environmentally friendly disposal of same. The exhibitor may only appoint Messe München GmbH to dispose of the waste generated at MOC Veranstaltungszentrum München. The exhibitor is to ensure that its contractors only appoint Messe München GmbH to dispose of the waste generated at MOC Veranstaltungszentrum München. Messe München GmbH is entitled to appoint its contractors to dispose of the waste generated at MOC Veranstaltungszentrum München. In each phase of the event including the stand set-up and dismantling periods, attention is to be given to ensuring that waste is avoided wherever possible. This aim must already be pursued in the planning phase and in collaboration with all those involved. As a general rule, only such materials as are recyclable and pollute the environment as little as possible are to be used for stand-building and operation purposes.

7.1.1 Waste disposal

As part of its order placement duties, the exhibitor is to notify Messe München GmbH in good time as to whether it wishes to have the waste generated during the stand-set-up and dismantling periods and/or during the event disposed of as mixed waste by Messe München GmbH or whether it wishes to initially sort the waste into various recyclable categories (e.g. wood, glass, paper, cardboard, plastic, film/foil) and to have it then disposed of as 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 to have waste requiring special supervision (point 7.1.2) and oils and grease (point 7.2.1) disposed of separately by Messe München GmbH.

The exhibitor is to collect the waste in appropriate containers which can be supplied by Messe München GmbH on request subject to payment of a charge. Insofar as 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.

The exhibitor is to register the production waste and demonstration residue it generates in good time with Messe München GmbH for disposal while, indicating the materials and quantities concerned. The exhibitor is to ensure that contractors acting at MOC Veranstaltungszentrum München on its behalf conduct themselves in the same way as the exhibitor is expected to do in accordance with the above regulations.

7.1.2 Hazardous waste

The exhibitor is obliged to register with Messe München GmbH in good time together with the relevant data safety sheet details and have disposed by Messe München GmbH 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, paints).

7.1.3 Waste brought to the MOC

Such materials and waste as are not generated in connection with the event or the stand set-up and dismantling periods may not be brought on to the premises or grounds.

7.1.4 Charges

Waste registered for disposal will be disposed of by Messe München GmbH at its prices valid at the time of the event. Messe München GmbH reserves the right the demand higher charges for mixed waste than for the disposal of presorted, recyclable materials. Messe München GmbH is entitled for such waste generated by the exhibitor or its contractors as has not been registered with Messe München GmbH for disposal to charge lump-sum compensation equating to double the charge Messe München GmbH 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 it proves that Messe München GmbH has incurred less damage. Waste generated by the exhibitor or its customers is considered to be all such waste as is located on the exhibitor's stand unless the exhibitor can prove that the waste has not been generated by itself or its 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 its contractors and not registered with Messe München GmbH for disposal unless the exhibitor proves that these objects were neither in its possession nor in the possession of its contractors during the entire period of the event including stand set-up 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 its exhibition stand confirmed by Messe München GmbH.

7.2 Water, wastewater, ground protection

7.2.1 Oil/Grease separators

Exhibitors producing, processing, demonstrating or serving food or other products containing more oil and grease than standard household quantities are to collect the oil and grease produced prior to the disposal of the food and products concerned separately from other waste in appropriate containers available on request from Messe München GmbH subject to a charge and to put the containers on the perimeter of their stands for collection by Messe München GmbH.

Exhibitors with such 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.

7.2.2 Cleaning/Detergents

Messe München GmbH organizes the cleaning of the areas of general access and other relevant areas at MOC Veranstaltungszentrum München to the extent that they are not leased to exhibitors or other third parties. Exhibitors are responsible for cleaning their exhibition stands, which 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 are only allowed to appoint contractors officially accredited by Messe München GmbH for this purpose. Such cleaning contractors as are not accredited by Messe München GmbH will be asked to leave the exhibition area.

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

7.3. Environmental damage

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

1. These General Terms of Contract for Exhibitor Services shall apply to the contractual relationship between exhibitors and Messe München GmbH. If exhibitors conclude direct contracts with Messe München GmbH's contracting companies, the terms of contract agreed between the exhibitor and the contracting company of Messe München GmbH shall apply.
2. In case of outside services, Messe München GmbH will pass on order forms, applications for permits, etc. to a contracting company or the responsible authorities. No rights or obligations shall arise for Messe München GmbH from this activity. If Messe München GmbH itself provides the services, it is entitled to use subcontractors. In the case of guest events, payment can be collected by the organizer concerned.
3. Messe München GmbH is not obliged to check information supplied by the exhibitor for accuracy or completeness. The exhibitor shall be liable in case of doubt.
4. All prices listed in these Order Forms for Exhibitor Services are net prices unless otherwise specified. Said prices are subject to VAT at the statutory rate.
5. Any objects rented to the exhibitor are intended only for the purpose agreed (for use at the exhibition stand for the duration of the trade fair) and for the length of time agreed (duration of the trade fair plus time for setting up and dismantling). The exhibitor is liable for damage to or loss of rented objects during the rental period. If the exhibitor's liability is conditional upon fault, he must prove that there was no fault on his part. The rental period begins with delivery to the stand and terminates on return or collection by Messe München GmbH or its subcontractors, even if the exhibitor has already left the stand. Exhibitors are advised to insure rented objects against theft for the duration of the rental period. The exhibitor will be charged at the replacement value for rented objects not returned. In case of damage, the repair costs will be charged if replacement is not necessary. The costs of delivery and collection of the rented objects are included in the rental fee unless otherwise stated in the relevant order form.
6. Messe München GmbH is liable for personal injury (injury to life, body or health) caused by neglect of duty for which Messe München GmbH, its legal representatives or employees are responsible, as well as for other damage caused by wilful or grossly negligent breach of duty by Messe München GmbH, its legal representatives or employees.

Messe München GmbH is also liable for any damage caused by negligent breach of cardinal duties by Messe München GmbH, its legal representatives or employees; cardinal contractual duties include obligations, the fulfillment of which is absolutely necessary for the due execution of the contract and the compliance with which the other contracting party must generally be able to rely on and trust in. In such cases Messe München GmbH is liable only if the damage concerned is typical damage and not consequential damage and only up to EUR 100,000 per claim. Vis-à-vis exhibitors Messe München GmbH is under no circumstances liable for damage to and loss of items brought to the fair by the exhibitor and stand equipment, whereby it is immaterial whether the damage or loss occurs before, during or after the fair. The same applies to vehicles parked by exhibitors, employees or persons appointed by the exhibitor at the exhibition center and on its grounds.

7. Online orders and/or orders on the order forms provided by Messe München GmbH (order forms for exhibitor services) are processed by Messe München GmbH if they are received by Messe München GmbH punctually, i.e. no later than the order deadline stipulated in the terms of order. Messe München GmbH may demand payment of a surcharge pursuant to the terms of order for any orders received after the order deadline. Messe München GmbH may provide its services via subcontractors.

Orders are subject to acceptance by the contractor. Acceptance may be given tacitly, i.e. by providing the service or product ordered. Acceptance of the order may be refused to exhibitors who have not fulfilled their financial and other obligations towards Messe München GmbH, also from previous events. If the exhibitor is not the invoice recipient, Messe München GmbH is entitled to withhold the exhibition services due for the event until the invoice recipient has fulfilled his financial and other obligations towards Messe München GmbH;

Messe München GmbH may inform the exhibitor about its claims against the invoice recipient, on account of whom Messe München has refused acceptance of the order.

The exhibitor has no entitlement to Messe München GmbH accepting orders from a co-exhibitor. The exhibitor has the option of ordering services in his own name from Messe München GmbH for the co-exhibitor. Messe München GmbH may point this option out to the co-exhibitor.

If the order is accepted, then the exhibitor must be provided with the service or product ordered in good time as to be available at the beginning of the trade fair. However, Messe München GmbH is entitled to withhold the exhibition services due, including the supply of electricity, water, compressed air, etc., which an exhibitor has ordered from Messe München GmbH, until the exhibitor has fulfilled his financial and other obligations towards Messe München GmbH, also from previous events. If the exhibitor is not the invoice recipient, Messe München GmbH is entitled to withhold the exhibition services due for the event until the invoice recipient has fulfilled his financial and other obligations towards Messe München GmbH; Messe München GmbH may inform the exhibitor about its claims against the invoice recipient, provided that the exhibitor would be affected by the exercise of the right to withhold performance as set out above. The collection of outstanding debts is permitted at the exhibition stand.

Notwithstanding any further provisions set out in the General and Special Terms of Participation of Messe München GmbH governing trade fairs and other events organized by Messe München GmbH, Messe München GmbH is entitled to demand a down payment on the service or product ordered up to the full amount of the agreed remuneration.

Instead of a down payment on the agreed remuneration, Messe München GmbH may raise an appropriate one-off advance charge for the exhibitor services it provides irrespective of the placement or scope of an order. The amount involved may depend, for example, on the size of the exhibition stand. The advance charge for services does not apply to stand construction services and publishing services (catalog entries, Internet services, etc.). The amount exceeding the advance charge for services will be invoiced to the exhibitor several weeks after the end of the event by way of the final invoice. Insofar as the advance charge for services exceeds the actual cost of exhibitor services incurred, the excess amount will be reimbursed to the exhibitor several weeks after the end of the event. The exhibitor is not entitled to payment of interest on the advance charge for services.

8. The exhibitor is entitled to cancel the services offered if the cancellation notice is received by Messe München GmbH prior to the expiry of the cancellation deadline pursuant to the terms of order. Should the cancellation notice be received by Messe München GmbH after the expiry of the cancellation deadline, the order is not considered to have been cancelled. In such case, Messe München GmbH is entitled to execute the order or not irrespective of whether it has already commenced with service provision on the stand. If it executes the order, the exhibitor has to pay the costs incurred for the order. If the order is not executed and service provision on the stand has not yet commenced, it may demand payment by the exhibitor of flat rate compensation of 10% of the costs incurred for the order. If the order is not executed and service provision on the stand has already commenced, it may demand payment by the exhibitor of flat rate compensation of 25% of the costs incurred for the order. The right of Messe München GmbH to demand further compensation remains unaffected. The exhibitor may demand a reduction in the flat rate compensation if he proves that Messe München GmbH only incurred fewer costs.

Amendment of an order may only occur in such a way that the exhibitor issues a cancellation notice for the services ordered he no longer needs (old order) and then places a completely new order for the services he still requires (new order). If the new order is received by Messe München GmbH after the order deadline stipulated in the terms of order, Messe München GmbH may demand payment of a surcharge in addition to the cost of the new order. The old order is considered to have been cancelled if the cancellation notice is received by Messe München GmbH prior to the expiry of the cancellation deadline pursuant to the terms of order. Should the cancellation notice be received by Messe München GmbH after

the expiry of the cancellation deadline, the old order is not considered to have been cancelled. The old order will then however no longer be executed by Messe München GmbH. If Messe München GmbH has not yet commenced with service provision on the stand, it may demand payment by the exhibitor of flat rate compensation of 10 % of the costs incurred for the old order. If Messe München GmbH has commenced with service provision on the stand, it may demand payment by the exhibitor of flat rate compensation of 25% of the costs incurred for the old order. The right of Messe München GmbH to demand further compensation remains unaffected. The exhibitor may demand a reduction in the flat rate compensation if he proves that Messe München GmbH only incurred fewer costs. Both for the old and the new order, the same provisions apply as for any other order.

9. Messe München GmbH is entitled to withdraw from the contract or cancel it without notice and collect or decline to provide the items or services it has provided or is supposed to provide, if exhibitors fail to meet their financial obligations arising from this contract and still fail to do so after Messe München GmbH has set them a period of grace of five days for fulfillment and this period has expired without result. If Messe München GmbH makes use of its right to withdraw from the contract or terminate the contractual relationship without notice, the exhibitor shall be liable for damages incurred by Messe München GmbH.

10. Invoices for services ordered and invoices for down payments are due for payment immediately upon receipt without deduction, specifying the customer number. They are payable free of bank charges in euros to one of the accounts stated in the invoice concerned.

For value-added tax reasons Messe München GmbH may only issue invoices to an invoicee other than the exhibitor or re-address invoices to an invoicee other than the exhibitor if the invoicee is the contracting partner of Messe München GmbH in respect of the services to be invoiced. If the exhibitor wishes the invoicee and not himself to be the contracting partner of Messe München GmbH, he may request the corresponding form from Messe München GmbH and complete it together with his legally binding signature and return it to Messe München GmbH. Messe München GmbH is not obliged to accept the invoicee named by the exhibitor and deviating from him as its contracting partner.

Insofar as Messe München GmbH has already commenced with service provision vis-à-vis the exhibitor prior to the receipt of this form, Messe München GmbH must invoice these services to the exhibitor.

If Messe München GmbH issues an invoice with German value-added tax (VAT) to an exhibitor whose registered office is located outside the Federal Republic of Germany, and if Messe München GmbH could have issued the invoice without VAT had the exhibitor provided the requisite information in good time, Messe München GmbH is entitled to charge the exhibitor a fee of EUR 50 for replacing the invoice issued with VAT by an invoice issued without VAT at the request of the exhibitor.

Should the exhibitor wish to have an invoice rewritten because the name, legal form or address of the recipient of the invoice has changed, the exhibitor is obliged to pay Messe München GmbH a sum amounting to EUR 50 plus VAT for each change of invoice unless the details in respect of name, legal form or address of the recipient of the invoice were incorrect on the original invoice and Messe München GmbH was responsible for the incorrect details.

Messe München GmbH is entitled to issue invoices in electronic format to the exhibitor instead of paper invoices. Electronic invoices are sent to the exhibitor by e-mail in PDF format. For this purpose, the exhibitor is to provide Messe München GmbH an electronic mail address, to which these electronic bills can be addressed (eBilling e-mail address). If possible, this eBilling e-mail address should be a non-personalized e-mail address of the exhibitor's accounting department. There is no legal claim to the issuing of electronic invoices. Messe München GmbH is under no obligation to comply with all country-specific requirements for the issuing of electronic invoices. Upon request of the exhibitor, which is to be submitted in writing, Messe München GmbH will issue paper invoices to the exhibitor. Messe München GmbH is entitled to send reminders and other requests for payment to the exhibitor by e-mail.

11. All the exhibitor's claims against Messe München GmbH arising from the stand rental, and all legal proceedings 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 provisions set out in Clause 12, any complaints about invoices are to be asserted in writing within a period of exclusion amounting to 14 days following receipt of the invoice concerned.

12. The exhibitor is required to check as soon as possible whether services provided for him have been implemented properly. In order to avoid loss of all claims, written notice of obvious defects must be given immediately.

If equipment, installations or exhibits belonging to the exhibitor are exposed to specific dangers or risks (e.g. damage due to the effects of temperature, humidity, vibration, pressure loss, voltage fluctuations, etc.) the exhibitor is responsible for taking the necessary protective measures. The exhibitor is required to draw attention in his order form / application to any specific dangers his equipment, fittings or exhibition wares could represent to third parties or to property belonging to third parties.

13. If the exhibitor defaults on his payment obligations, the amount due to Messe München GmbH, i.e. the payment on which the exhibitor has defaulted, is subject to interest to be charged at nine percentage points above the base rate from the point in time at which the exhibitor is considered to have defaulted on payment. Any further statutory rights to which Messe München GmbH is entitled if the exhibitor defaults on his payment obligations remain unaffected.

14. The place of performance shall be Munich.

15. Insofar as the exhibitor is a trader, a legal entity 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 for all disputes arising from this contract or in connection with this contract. Messe München GmbH is also entitled at its discretion to assert its claims vis-à-vis the exhibitor with such court as is competent for the place in which the exhibitor has his registered office or branch office.

16. 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 this 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.

17. The additional terms in the order forms must be observed. In cases of doubt, the terms in the order forms shall prevail over the General Terms of Contract for Exhibitor Services.

The exhibitor also undertakes to observe—in addition to the Technical Guidelines—the regulations contained in the "Important Notes", which may be found right behind the index sheet of the Order Forms for Exhibitor Services.