

# 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 <sup>2</sup>	Hall 2	2,758 m <sup>2</sup>
Hall 3	3,892 m <sup>2</sup>	Hall 4	4,165 m <sup>2</sup>

### 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/m<sup>2</sup> (15 kN/m<sup>2</sup>). 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/m<sup>2</sup>

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

<b>Atrium 3</b>	1,285 gross square meters
<b>Showrooms 1<sup>st</sup> floor</b>	21 rooms with a total area of 2,173 gross square meters
<b>Studios C/D</b>	486 gross square meters
<b>Atrium 4</b>	1,285 gross square meters
<b>Showrooms 1<sup>st</sup> floor</b>	58 rooms with a total area of 4,994 gross square meters
<b>Showrooms 2<sup>nd</sup> floor</b>	61 rooms with a total area of 3,768 gross square meters
<b>Studios E/F</b>	436 gross square meters
<b>Support structure:</b>	steel glass construction, in part T-supports
<b>Room height:</b>	atriums 3 and 4: approx. 9 m in the atriums
	<b>The maximum construction height the atriums amounts to 6 m</b> 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 <sup>st</sup> floor: construction height 3 m up to lower edge of lighting (fluorescent lamps).
	Studios and showrooms 2 <sup>nd</sup> floor: 2.25 m to 4 m (see individual plans)
<b>Load-bearing capacity:</b>	floor loads of max. 500 kg/m <sup>2</sup>
	Conveyance vehicle must be equipped with plastic or rubber wheels to prevent damage, metal wheels are prohibited.
<b>Floors:</b>	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.
<b>Ceilings:</b>	atriums 3 and 4: steel glass construction.
	Showrooms/Studios: suspended acoustic ceilings with integrated ventilation and extraction.
<b>Walls:</b>	walls between the showrooms and hallway walls made of plaster board in support frames.
<b>Windows:</b>	showrooms in part with sun screening facilities
<b>Doors:</b>	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.
<b>Room climate:</b>	ventilation and extraction system, heating and cooling in the showrooms via individual appliances, cooling: 10 °C under outside temperature.
<b>Lighting:</b>	ceiling-mounted lamps and spots – 300 lux
<b>Noise control:</b>	70 dB(A) (upper limit)
<b>Electrical/Communication/Sanitary installations:</b>	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.
<b>Compressed air:</b>	no compressed air connections are available.
<b>Lighting:</b>	the light strength is 300 lux.
<b>Suspension units atriums:</b>	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 2<sup>nd</sup> 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 m<sup>2</sup> or such with horizontal canopies or covers in excess of 30 m<sup>2</sup>, 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 m<sup>2</sup> or with horizontal canopies or covers larger than 30 m<sup>2</sup> 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 m<sup>2</sup>. 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 m<sup>2</sup>. 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 m<sup>2</sup>. Only CO<sub>2</sub> fire extinguishers with a currently valid test seal may be used.

A CO<sub>2</sub> 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 CO<sub>2</sub> 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 m<sup>2</sup>.

In such cases, one sprinkler nozzle must be installed for every 12 m<sup>2</sup> 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 m<sup>2</sup> 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 m<sup>2</sup>, 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 m<sup>2</sup> require one exit with a clearance width of at least 0.90 m. Stands with a floor area of more than 100 m<sup>2</sup> require two exits, each with a clearance width of at least 0.90 m. Stands with a floor area of more than 200 m<sup>2</sup> require two exits, each with a clearance width of at least 1.20 m. For stands with a floor area of more than 400 m<sup>2</sup>, 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 C3 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,  $5 \text{ kN/m}^2$  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 A1 (general requirements), BGV C1 (venues and production sites for stage performances), BGV D8 (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-m<sup>3</sup> 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 attached.

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 (BetriebSichV) 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](http://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 DGVUV 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, microphone 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).