

Important Information



INTERNATIONAL WINE FAIR MUNICH
9-11 NOVEMBER 2018

EVENT VENUE

MOC Munich Order Center Munich

Hall 4
Lilienthalallee 40
80939 Munich

CONTACT

Laura Schwöbel
Meininger Verlag GmbH

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Opening hours exhibition office	Thursday	8 th Nov. 2018	12-10 pm
	Friday	9 th Nov. 2018	8 am-10.30 pm
	Saturday	10 th Nov. 2018	11 am-9.30 pm
	Sunday	11 th Nov. 2018	11 am-8 pm

CONSTRUCTION TIMES/ASSEMBLY AND DISMANTLING

Assembly	Thursday	8 th Nov. 2018	12-10 pm
	Friday	9 th Nov. 2018	8 am-12 pm

All installation work has to be completed on time to allow those responsible for fire protection and technical control a smooth inspection and to allow the stand cleaners to clean.

Dismantling	Sunday	11 th Nov. 2018	from 7 pm
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(no dismantling on Monday!)

As soon as the visitors have left the hall, the gates/access driveways are opened. This may take approx. 30 minutes. Any goods that remain on our premises after 11 November will be stored at the exhibitor's expense.

Access

The access to the delivery area is situated behind Hall 4. MOC staff will guide you in. At the entrance the MOC will ask for a deposit of EUR 100, which will be returned when you are leaving the area in the time permitted for unloading.

Duration of stay	Car	max. 1 h
	Truck	max. 3 h

Please have this amount ready in cash. You are requested not to spend too much time unloading and to leave the delivery area swiftly.

PARKING/UNDERGROUND PARKING

Motor Vehicles

- Permanent parking pass:** You can hire permanent parking spots in the underground car park directly under the MOC for EUR 12 including VAT per day. Please take a ticket, when you enter the underground car park; this will be replaced by the permanent parking pass, when you leave at the first floor exit.
- Day ticket:** day tickets (EUR 12 including VAT) are available at the parking vending machines. There is no need to pre-book tickets. The maximum vehicle entrance height is 2.2 metres (7.2 feet).

HGV: Public parking spaces for vehicles of a height more than 2.2 metres are located in Domagkstrasse for example.

Important Information



EXHIBITOR PASSES

The exhibitor passes are ready for you **to pick up at the fair office** room F003. The number of free issues is based on the booth size. You can order additional passes subject to charges using the *form exhibitor passes*.

Please wear your exhibitor pass during the whole exhibition clearly visible to make sure you have access to all important areas at the exhibition without any problems.

OPENING HOURS FORUM VINI 2018

For exhibitors:	Friday	9 th Nov. 2018	8 am-10.30 pm
	Saturday	10 th Nov. 2018	11 am-9.30 pm
	Sunday	11 th Nov. 2018	11 am-10 pm
	Access with exhibitor passes only.		
For visitors:	Friday	9 th Nov. 2018	3 pm-10 pm
	Saturday	10 th Nov. 2018	1 pm-9 pm
	Sunday	11 th Nov. 2018	12 pm-7 pm

During the entire time of the exhibition and during opening hours the stands must be properly equipped and staffed with competent personnel. Due to safety and liability regulations you are required to close your stand promptly after the opening hours and to stop selling and serving at that time.

DELIVERY

Deliveries directly to your booth are only possible during construction times. Please make sure that a contact person is present at your booth to accept the delivery. Otherwise the shipments will be handed over to the shipper at your expense (see below). Due to liability and insurance reasons it is unfortunately impossible for Meininger Verlag staff to accept your deliveries.

For deliveries at you stand please use the following address:

Delivery address MOC München
FORUM VINI, **exhibitor name**
Halle 4, Stand **XX**
Lilienthalallee 40
80939 München

ATTENTION: There has to be a contact person from your company on site to receive the delivery.

Trucking good / Storage

For deliveries out of the construction times or while you are absent, you can use the services of the MOC partner (with costs). Please use the file mobile cranes and lifting vehicles.

Delivery address Schenker Deutschland AG
MOC München
FORUM VINI, **exhibitor name**
Halle 4, Stand **XX**
Lilienthalallee 40
80939 München

Contact person Mr. Saricali Tel. + 49 89 3241125 oeztuerk.saricali@dbuschenker.com

The use of pallet carriers and rented cranes is only permitted via the official fair haulage contractor, Schenker Eurocargo AG. In case you need such vehicles, please contact Schenker Deutschland AG well in advance.

Important Information



ACCESS

Please note the instructions given for directions and possible road works as well as for the event centre and the environmental zone on the MOC website:

http://www.moc-veranstaltungszentrum.de/de/meta/anreise/ihre_anreise_mit_dem_auto/mit_dem_auto.php

STAND CONSTRUCTION/EQUIPMENT/RENTAL FURNITURE

Your stand is already equipped with the following:

- partition walls (back and side) 2.50m high
- power supply (1.0 kW) with one socket

If you need further, **more powerful electrical supply** (liable to costs) for your own units of equipment, extra spotlights, etc. (DIN Norm VDE), please use the *form electrical connection* at the exhibitor service.

You can also order **hired furniture** as part of the show service by using the *furniture hire form*.

Basicstand PLUS: The stand of exhibitors who have booked the Basicstand PLUS, is still equipped with the confirmed furnishing. Please note therefore the *form Basicstand PLUS*.

The **traditional lighting** of the exhibition hall has been established. You can book additional booth lighting using the *form additional electrical installations* in our exhibitor service.

Official booth builder:

mac messe- und ausstellungszentrum, An den Nahewiesen, 55450 Langenlohnheim

STAND DESIGN

The maximum booth height is 2.5m (8.2 feet) and must be adhered to.

Hall floors must not be painted. Adhesive fixing of floor coverings to hall floors is permitted only with double-sided adhesive fabric tape.

All damages occurring to the **stand walls** and to the hall facilities through actions of the exhibitor will be at the expense of the exhibitor and will be invoiced to him. For temporary installation of posters at the wall we recommend Powerstrips® (no double-sided tape). Upon dismantling the exhibitor is obligated to remove any and all materials and his entire exhibition property without any residues and to restore the partition walls and the stand area to its original condition. If the exhibitor fails to comply with these obligations, the organizer is entitled to cause actions to be taken at the expense of the exhibitor to restore the original condition.

FIRE PROTECTION

Please be aware of the fire protection regulations for the stand construction and decoration from MOC Munich. Find the *Information Sheet Fire Protection Regulations* at the exhibitor-service. Please make sure you have all the important B1-certificates for the used materials, especially for your decoration. And make sure you deposit those at your stand and are able to present them at request at any time.

Important Information

GLASS RENTAL / WASHING-UP SERVICE

- As an exhibitor you will receive 2 racks of universal glasses per day at your booth before the fair starts. These glasses will be picked up and washed in the evening after the show.
- Each visitor is given an official wine-tasting glass at the entrance (= all-purpose glass) for a deposit. The visitor can exchange the glass at the exhibitors`stand or the official exchange station for a clean universal glass, if required.
- Your all-purposes glasses are intended as standby glasses. You can give them to visitors as required, if they need to exchange their glass.
- Additional glasses an wine-specific equipment can be orderer with the *form additional special glasses and equipment*.

Note to gourmet food exhibitors: we kindly request that you refrain from allowing tastings or consumption of oils and vinegars from hired glasses.

ICE SERVICE

Ice (ice cubes or crushed ice) is available in the back area at the delivery zone and can be purchased on site. Pre-ordering is not required.

Service: **2 kg ice cubes / crushed ice**
costs: **EUR 3.50** incl. 19 % German VAT

WATER

We will provide you with free mineral water on show days. Each exhibitor will receive two crates of water on Friday 9 November until 3 pm. Empty bottles are the property of the sponsor company and will be picked up from your booth on Sunday after the fair ends.

BREAD SERVICE

We will provide free white bread (flat bread, cut up small) for all wine exhibitors on show days, which will be delivered incl. bread bowl to the stand. Furthermore Baguettes can be bought at the kiosk in the hall as usual.

WASTE DISPOSAL/STAND CLEANING

Empty bottles will be collected and disposed by our staff. **Please empty your bottles in the sinks of Hall 4 and leave your empty bottles in front of your stand every night, as the cleaners are not allowed to enter the stands.** We ask you to dispose your cardboard boxes into the containers at the delivery zone.

Booth cleaning can be booked additionally by using *the booth cleaning form* in the exhibitor service.

MAXIMUM VOLUME AT THE STAND

In the interest of exhibitors and visitors we request that you do not exceed the maximum permitted volume on your booth of 70 dB (decibels).

GEMA permit

For music playback at the stand, every exhibitor needs a constent of GEMA – Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (in accordance with § 15 of the Copyright law).

GEMA Bezirksdirektion Stuttgart, Herdweg 63, 70174 Stuttgart, messe@gema.de, www.gema.de

Important Information

INSURANCE

Please make sure you are insured adequately. Your agency can tell you if liability for damage to persons and to property, theft, etc. at exhibitions and trade fairs is included in your insurance. In addition, a fair insurance through a partner of the Messe München GmbH is possible.

SECURITY SERVICE

A security guard of the MOC security service will be present at night. If you wish a special security service at your stand, please commission this at the MOC. Only security service provided by MOC-subcontractors is permitted.

CATERING

Opening hours

Exhibition kiosk, hall 4	Friday	9 th Nov. 2018	3 pm-10 pm
	Saturday	10 th Nov. 2018	12 pm-9 pm
	Sunday	11 th Nov. 2018	11 pm-7 pm
Restaurant at hall 3	Thursday	8 th Nov. 2018	8 am-3 pm
	Friday	9 th Nov. 2018	8 am-3 pm

STATUTORY PROVISIONS

Please note that the German Statutory Provisions for the sale of products such as the pricing of products and the protection of minors apply.

COLLECTION OF GOODS

You are only permitted to provide free samples for tasting to visitors. Please make sure, that you serve the smallest possible beverage units for tasting purposes.

You are welcome to sell packaged goods on site to visitors to take with them. If visitors do not wish to take the goods with them straightaway, they can also pick up the goods on any of the other show days. For this purpose there is a **pass for visitors** they can use to enter the fairground briefly. **The pass time is limited (max. 60 minutes) and is issued at the ticket office for a deposit of EUR 17.**

!!BEWARE OF SCAM!!

Every now and then, companies, which offer online data bases, send offers with reference to FORUM VINI, which have nothing to do with us. Some of our exhibitors – not only FORUM VINI exhibitors – have had problems, especially with the company Construct Data Verlag GmbH, Vösendorf/Austria and their “fair guide” (www.fairguide.com), with the Expo-Guide of the company Commercial Online Manuals S de RL de CV / Mexico (www.expo-guide.com) and company MDS Messebau und Service GmbH (www.mdsmessebau.de/). **We strongly recommend paying attention to the fine print and the costs mentioned.**

In case you receive other offers with reference to FORUM VINI, please do not hesitate to contact us.

CONTACT EXHIBITOR-SERVICE

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