TECHNICAL GUIDLINES

The exhibition at the ESMO CONGRESS 2018 is organised by MAW (Medizinische Ausstellungs- und Werbegesellschaft).

In cases where the Organisers’ regulations differ from the regulations of the Messe München GmbH, the Organisers’ regulations shall apply. Some paragraphs may also not be relevant to ESMO CONGRESS 2018. If in doubt, please contact the Organisers.
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The Technical Guidelines are a constituent part of the contracts Messe München GmbH concludes with its exhibitors, organizers, service companies, stand-building companies and other service providers. These exhibitors, organizers, service companies and other service providers undertake to ensure that all their contractual partners, who are active or merely present at the trade fair center, comply with these Technical Guidelines. Messe München GmbH is entitled to demand that all persons active or merely present at the trade fair center comply with the Technical Guidelines. As far as 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 alike. The regulations applicable to fire prevention, construction and other safety precautions have been agreed with the responsible office 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 Technical Guidelines 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. Depending on the fair or event concerned, orders can in some cases be placed electronically via the Internet-based online ordering system.

Orders only become valid if they are accepted. Acceptance may be given tacitly, i.e., by means of provision of the service ordered. Exhibitors are not entitled to acceptance of their orders unless the law gives rise to such an entitlement. Acceptance of an order can be refused, particularly in cases where the exhibitor/organizer concerned has not fulfilled his financial obligations vis-à-vis Messe München GmbH, e.g., those outstanding from previous events. In addition, Messe München GmbH reserves the right to charge a supplement on the stand fees in accordance with the details shown in the Order Forms for Exhibitor Services for any orders received after the deadline.

After stand space has been allocated, circulars will be sent to the exhibitors informing them of further details concerning the construction of the stand and the organization of the fair. These Technical Guidelines have been agreed by:

- Deutsche Messe AG Hannover
- Koelnmesse GmbH
- Landesmesse Stuttgart GmbH
- Leipziger Messe GmbH
- Messe Berlin GmbH
- Messe Düsseldorf GmbH
- Messe Frankfurt Venue GmbH
- Messe München GmbH
- Messe Nürnberg GmbH

In formulating 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

The trade fair center is private property. The owner is Messe München GmbH, Am Messesee 2, 81829 Munich, Tel. +49 89 949-0. Messe München GmbH and the respective organizer exercise domiciliary rights. The house and usage rules apply to all persons entering Messe München GmbH's private grounds. The rules are clearly posted at the access points to the trade fair center.

1.2. Opening hours

1.2.1. Stand setup and dismantling times

During the general stand setup and dismantling periods, work can as a general rule be done in the halls and outdoor exhibition area between 08:00 and 22:00. As is the case for the general period

On the last day of the setup period, construction work is to be completed by 18:00. Aside areas adjacent to the stand are to be kept clear from 18:00 on the last stand-setup day. For general safety reasons, the halls and exhibition grounds are closed outside these times. An extension to these times is only possible in exceptional circumstances and requires the written consent of Messe München GmbH's Technical Exhibition Services Division. By the end of the dismantling period stipulated for each event (see "Special Terms of Participation (B)" and "Important Information") 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 at the exhibitor's discretion. In the case of exhibitors who have been found to have violated technical or safety regulations, Messe München GmbH reserves the right to charge extra fees as specified in the contract. The deposit paid will be forfeited if the maximum length of stay is exceeded. Messe München GmbH is entitled to ask for a deposit in return for entry into the trade fair center and to limit the maximum length of stay. The deposit paid is forfeited if the maximum length of stay is exceeded. 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.

1.2.2. Duration of the event

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

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

2.1. Road traffic regulations

The driving of any vehicle within the trade fair center is at the driver's own risk and only allowed with a valid vehicle registration, vehicle insurance and valid parking pass. During the event, the driving or parking of any vehicle within the trade fair center is strictly prohibited. Messe München GmbH can however make exceptions and issue appropriate parking or entry permits. Messe München GmbH is entitled to raise a charge for the issue of parking or entry permits.

The parking or entry permit is to be placed behind the windscreens 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 trade fair center and to limit the maximum length of stay. The deposit paid is forfeited if the maximum length of stay is exceeded. 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.

2.2. Emergency routes

2.2.1. Fire service movement zones, fire hydrants

Access for fire service movement zones, emergency rescue routes and safety zones designated accordingly may not be restricted at any time. Particularly during the stand construction and dismantling periods, access may not be restricted by parked vehicles, stored exhibition goods, construction or packaging materials, etc. blocking the way. Vehicles and objects parked on or blocking fire service movement zones, emergency rescue routes or safety zones can be removed at the expense of the person responsible. In so doing, Messe München GmbH is only liable for such damage to property as is incurred due to willful or gross negligent behaviour. Hydrants in the halls and outdoor exhibition area may neither be obstructed nor made unrecognizable or inaccessible.

2.2.2. Emergency exits, escape hatches, hall aisles

All hall exits and aisles designated as such in the halls 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 exits, entry doors or on stairways if sufficient room is left between them. Hall aisles designated as such is 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 a way that they are recognizable and belong to the aisles or the given stand. Materials required for stand-building purposes or exhibits delivered for immediate setup on the stand may be deposited in hall aisles briefly providing the minimum aisle widths required for safety reasons are observed and logistical needs given due consideration.

This is considered to be the case if a strip along the stand perimeter to the hall aisle with a maximum width of 0.90 m is used for depositing the items concerned. On the main aisles (connecting aisle between two opposing hall gates) a passage with a minimum width of 2 m (red floor markings) must be kept clear. Areas in front of emergency exits and all hall aisle intersections must be kept clear across their full width at all times. Hall aisles may not be used for setting up assembly areas or erecting machines (e. g. woodworking machines, work benches). Messe München GmbH may moreover demand the immediate clearance of hall aisles for logistical reasons.

2.3. Safety equipment

Sprinkler systems, fire alarms, fire extinguishing equipment, smoke detectors, closing devices for the hall entrances and other safety facilities, the signs indicating their position and the green emergency exits must be accessible and visible at all times; they may not be obstructed or blocked.

2.4. Stand and parking

All stands are equipped with number signs by the given organizer which may only be removed with the prior consent of the organizer.
2.6. Emergency evacuation/Clearance
Messe München GmbH is entitled to order rooms, buildings halls and/or outdoor exhibition areas 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 the plan 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 and the outdoor exhibition area
3.1. Hall data
The halls offer the following gross exhibition areas:
- A1–A6, B1–B6: approx. 11,000 m²
- C1–C6: approx. 10,000 m²
- B0: approx. 3,500 m²

Maximum perpendicular load per suspension point is 100 kg (1 kN)

Load-bearing capacity of the hall floors
The hall floors are made of mastich asphalt. The maximum permissible distributed load on the floors in all halls is 5 t/m² (50 kN/m²). A total truck weight of up to 60 t (600 kN) is allowed. The maximum permissible fork lift load is 14 t (140 kN). The permissible load on a floor area of 30 cm x 30 cm (spacing of approx. 1.5 m) is 50 kN/m² (floor pressure 500 kN/m²)—this does not apply however to all halls is 5 t/m² (50 kN/m²). A total truck weight of up to 60 t (600 kN) is allowed. The maximum is 100 kg (1 kN).

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

Lighting: 30 lux/m²

3.1.6. Faults
Messe München GmbH is not liable for any damage occurring as a result of faults due to fluctuations of supply (in respect of e. g. electricity, water, compressed air, heating, ventilation, services 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.

3.1.2. Supply of compressed air, electricity, gas and water
Connection for water DN 25/min. 3.50 bar
Connection for water DN 40/min. 3.50 bar
Connection for electricity: indoor exhibition area, 230 volt (±10%) 50 Hz alternating current, outdoor exhibition area, 230 volt (±10%) 50 Hz alternating current 3 x 400 volt (±10%) 50 Hz three-phase current

3.1.4. Sprinkler systems
The halls are equipped with sprinkler systems. Every second utility duct is fitted with a main sprinkler connection via which the stands can be supplied. (See Item 4.4.2. 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, communication networks, etc.) will be reported immediately to the relevant authorities or Messe München GmbH. Messe München GmbH is not liable for any damage occurring as a result of such 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. Outdoor exhibition area
Outdoor exhibition area: center: approx. 65,000 m²
Outdoor exhibition area, south: approx. 150,000 m²
Surface of exhibition area: seeded gravel bed (grassed-over gravel-humus mixture, stony in parts) Road surface: asphalt
Width of access roads: 8 m or 12 m
Permissible load-bearing capacity: 50 t/m² (500 kN/m²) except for railway track area for which a lower load-bearing capacity applies. Details available from Messe München GmbH’s Technical Exhibition Services Division.
Lighting: 30 lux/m²
Outdoor exhibition area, north: approx. 115,000 m²
Max. ground load-bearing capacity: 20 t/m² (200 kN/m²)

Stand electricity and water/wastewater connections are available via connection points located in the ground.
Connection for water: DN 40/min. 3.50 bar
Wastewater: max. DN 100
Electricity supply: 500 V/380 V
Stand telephone, fax, data and antenna connections in the outdoor exhibition area are available via connection points located in the ground. RJ 45 is the connection system used or, in the case of fibre optic connections, E 2000.

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

4. Regulations governing stand construction
4.1. Stand construction safety
Exhibition stands including equipment and exhibits as well as advertising hoardings must be suitably executed so that they do not constitute a risk to public safety and order, above all in respect of human life and health.

4.2. Stand construction approval
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-story stands, providing their floor space does not exceed 100 m² and they are not higher than 3 m. On request, Messe München GmbH offers exhibitors the option of checking their stand design plans which are to be submitted in duplicate.

All other types of stand (above all those with floor space in excess of 100 m² or higher than 3 m, multi-story stands (see Item 4.9.), mobile stands) requires approval (as do stands with bridges, stairs, cantilever roofs, galleries, sloping walls, etc.) and structures for outdoor exhibition areas (see Item 4.8.).

Dimensions layout, elevation view and sectional drawings are to be submitted to the Technical Exhibition Services Division for approval. Escape and rescue routes are to be shown in a separate plan.

To the extent that 200 or more seats need to be arranged, the total number of seats and the escape/ rescue route space that must be shown on the plan (as per 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.

Approval for two-story stands must be applied for by submitting the “Application for Special Stand Designs” form to Messe München GmbH’s Technical Exhibition Services Division by the deadline specified in the Order Forms for Exhibitor Services at the latest. The form must be completed in German and submitted with the required number of copies to Messe München GmbH together with the required documents which must also be in German. To the extent that approval is granted, the stand design is not deemed to have been approved before confirmation of approval has been issued to the exhibitor/stand-builder and the structural documentation returned to the exhibitor/stand-builder.

Stand space in the halls
To-scale drawings for single-story stands with floor space in excess of 100 m² or higher than 3 m must be submitted for approval to Messe München GmbH’s Technical Exhibition Services Division 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.

Approval for two-story stands must be applied for by submitting the “Application for Special Stand Designs” form to Messe München GmbH’s Technical Exhibition Services Division by the deadline specified in the Order Forms for Exhibitor Services at the latest. The form must be completed in German and submitted with the required number of copies to Messe München GmbH together with the required documents that must also be in German. To the extent that approval is granted, the stand design is not deemed to have been approved before confirmation of approval has been issued to the exhibitor/stand-builder and the structural documentation returned to the exhibitor/stand-builder.

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.
4.2.2. Vehicles and containers
The use of vehicles and containers as exhibits in the halls requires approval (see Items 4.4.1.2. and 4.4.2., for vehicles in the outdoor exhibition area see Item 4.8.4.). 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 fitted with a sprinkler system if they constitute a single, uninterrupted area measuring more than 30 m². The space between two mobile exhibition stands is considered to be part of a single, uninterrupted area, unless the distance between the two mobile exhibition stands is large enough to ensure that the effect of the sprinklers installed in the hall is not compromised.

4.2.3. 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, at Messe München GmbH's request. If the exhibitor is not within the time limits set by Messe München GmbH to carry out the alterations itself or, if necessary, remove the stand structures concerned at the expense and risk of the exhibitor.

4.2.4. 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.

4.3. Construction heights
The maximum height for stand structures and advertising hoardings is 3 m. The maximum construction height varies from event to event and is specified either in the Special Terms of Participation (B) 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 each lot set by Messe München GmbH may only be exceeded with Messe München GmbH's prior written approval.

Exhibits are not normally subject to this limitation, but should be reported to the Technical Exhibition Services Division prior to the event.

4.4. Fire prevention and safety regulations

4.4.1. Fire prevention

4.4.1.1. Stand construction materials and decorations (embellishments)

- Easily flammable materials, materials that drip or melt when burning, toxic gases or materials producing heavy smoke may not be used. The use of plastics that cause heavy soot upon burning (e.g. polystyrene, rigid polyurethane foam, Styrofoam, etc.) is not allowed. Verification of the flame retardant properties of the materials concerned when installed must be provided.

- Decorative materials (embellishments) must be at least flame-retardant according to DIN 4102 or DIN EN 13501-1 pursuant to para. 33 of the Assembly Place Directive. Messe München GmbH can only allow flamerefractory smoking flame retardant decorations (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 may need to be presented. 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 the halls or mobile exhibition area, special conditions may be imposed for load-bearing structural components (e.g. non-flammability). Stand floor coverings must be laid with sealed joints.

Cable binders may not be used for fastening structurally stressed parts.

Trees and plants may only be used for decorative purposes (as embellishments) if they have been left to grow free (i.e. leaves only to be green and juicy). If during the event it becomes apparent that the trees and plants are drying out and thus becoming easily flammable, they must be removed.

Trees should be free of branches up to about 50 cm above floor level. Turf should always be kept moist (risk of catching fire due to cigarettes, matches, etc.).

Barrochet needs, hay, straw, bark, turf or similar materials do not generally comply with the above requirements and are therefore normally prohibited. Any exceptions to this ruling require the prior approval of Messe München GmbH’s Technical Exhibition Services Division.

As a waste material, all removed and disposed of immediately or collected in appropriate containers and then disposed of correctly.

4.4.1.2. Motor vehicles as exhibits

In the halls, 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 obtained by the Munich Municipal Fire Department. Exhibitors have no entitlement to approval being granted exceptionally. Vehicles may only be displayed in the halls with the quantity of fuel required for accessing and leaving the given hall (the low level warning light on the fuel gauge should be on). The fuel tank is to be locked and, at Messe München GmbH's request, the battery disconnected.

Internal combustion engines may not be put into operation for demonstration purposes in the halls or by VDS Schadenverhütung GmbH (wide-mesh netting or smoke-out fabric). VDS Schadenverhütung GmbH is entitled to remove wrongfully stored empty packaging at the expense and risk of the exhibitor. The storage of such items at the exhibition center can occur via forwarding agents appointed by Messe München GmbH. The service is not free of charge.

4.4.1.3. Fire extinguishers

In general, such extinguishing agents as are suitable for the purpose concerned are to be used. Further information can be obtained from the Notice “Fire Protection Measures at Trade Fairs and Exhibitions.”

4.4.2. Stand ceilings

The halls at Messe München GmbH are equipped with a automatic fire-extinguishing system, the effective operation of which may not hindered by any stand ceilings. Irrespective of their size, stand ceilings of any kind are subject to approval and must be registered in writing with Messe München GmbH. To secure the event (for the latest ceiling rules please see Messe München GmbH’s Technical Exhibition Services “Application for Preventive Fire Protection Measures” order form). All stand ceilings require the prior, written approval of Messe München GmbH’s Technical Exhibition Services Division.

Halls A1–A6, B1–B6, C1–C6:

- Stand ceilings must be at the very least flame-retardant (DIN 4102 or DIN EN 13501-1)—the relevant test certificate should be submitted or available for presentation on the stand. A sprinkler system has to be installed for any single covered area exceeding 30 m².

In such cases, one sprinkler unit must be installed for every 12 m² of part thereof of covered space. Any rooms/cabinets 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 ceilings larger than 30 m² are not necessary if the ceilings meet the following requirements:

- Metal modular or grid ceilings:

  The covering concerns 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 VDS Schadenverhütung GmbH (Independent Fire Protection and Safety Institute of the German insurance Association). 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 VDS Schadenverhütung GmbH (wide mesh netting or smoke-out fabric). VDS Schadenverhütung GmbH’s written approval should be submitted to Messe München GmbH’s Technical Exhibition Services Division; compliance with VDS Schadenverhütung GmbH’s installation instructions is required. See Item 4.9.6. for stand ceilings on the upper floor of two-storied stands.

4.4.3. 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.

4.4.4. Pyrotechnics

Pyrotechnic displays are subject to approval and must be coordinated with Messe München GmbH. Approval can be obtained from the relevant safety authorities via the "Application for Preventive Fire Protection Measures" form. Exhibitors have no entitlement to approval being granted.

4.4.5.1. Balloons

The use of tethered balloons is generally prohibited in the halls and outdoor exhibition area. Exceptions to this ruling may be granted under the prior written approval of Messe München GmbH’s Technical Exhibition Services Division. To the extent that approval is granted, the balloons may only be filled with non-flammable, non-toxic gases. The balloons must remain within the confines of the stand and not exceed the maximum height allowed for stands and advertising hoardings.

4.4.5.2. Flying objects

The use of flying objects is generally prohibited in the halls and outdoor exhibition area. Exceptions to this ruling may be granted under the prior written approval of Messe München GmbH’s Technical Exhibition Services Division.

4.4.5.3. Smoke machines

The use of smoke machines has to be co-ordinated with Messe München GmbH’s Technical Exhibition Services Division.

4.4.5.4. Ash containers, ashtrays:

To prevent the spread of smoking, no ashtray or ash container 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 arranged made for simple emptying into non-flammable, tightly closing containers.

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

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

The bags that are distributed for non-recyclable, recyclable and residual waste are collected by the cleaning company on the evening of each event day. See also Item 6. “Environmental Protection” and the Waste Disposal form in the Order Forms for Exhibitor Services for further information on waste disposal.

4.4.5.6. Spray guns, solvents

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

4.4.5.7. Abrasive cutting and working with naked flame

Prior approval must be submitted in writing and to obtained from Messe München GmbH’s Technical Exhibition Services Division for any welding, cutting, soldering, melting and part-off grinding work. The entire exhibition area must be protected from flying sparks when work is under way. Any ashes and cracks should be sealed with appropriate, non-flammable materials. Stands must be equipped with at least one DIN 14406 or EN 3 fire-extinguisher suitable and approved for fire classes A/B/C.

Naked flames and activities involving a risk of fire are as a general rule prohibited during the event. An exception to this ruling, which must be applied for via the “Application for Preventive Fire Protection Measures” form, can be granted by the Munich Municipal Fire Department. Exhibitors have no entitlement to approval being granted exceptionally.

4.4.5.8. Empty packaging

The storage of empty packaging of any kind in the halls both on the stands and outside the stands is prohibited. Any such items have to be removed as soon as they have become empty. Messe München GmbH is entitled to remove wrongly stored empty packaging at the expense and risk of the exhibitor. The storage of such items at the exhibition center can occur via forwarding agents appointed by Messe München GmbH. The service is not free of charge.

4.4.5.9. Fire extinguishers

In general, such extinguishing agents as are suitable for the purpose concerned are to be used. Further information can be obtained from the Notice “Fire Protection Measures at Trade Fairs and Exhibitions.”
4.4.3. Glass and acrylic sheet
Only safety glass suited to the relevant purpose may be used. In the case of structures made of glass, only laminated safety glass may be used. Ask Messe München GmbH’s Technical Exhibition Services Division to send you our Notice on Stand Construction in Exhibition Halls using Glass and Acrylic Sheet or use our download service via the Messe München GmbH homepage. Edges of glass panes must be machined or protected in order to preclude any risk of injury. Components made of entirely of glass must be marked appropriately at eye level.

4.4.4. Regularly occupied spaces/Partitioned “trapped” rooms
Any partitioned rooms on the stands in the halls 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 addition-al necessary until such time as stands undergo official acceptance. If there are stand structures in the outdoor exhibition area with partitioned spaces without a direct line of sight in the direction of escape of the nearest emergency escape route which may be accessed or left via another partitioned area only (“trapped”), each of these rooms requires an emergency escape hatch (window clearance of at least 60 cm by 100 cm, maximum height from floor 110 cm, without protective grid and easy to open by hand from the inside) leading directly out to the open air. For stands with a floor area larger than 400 m², the minimum height details are to be taken into account. Construction and advertising hoarding heights are to be taken into account. Messe München GmbH will review the feasibility of the desired fixing points on the basis of the documents submitted. Each suspension point of the hall ceiling structure can withstand a maximum perpendicularly load of 100 kg. The maximum area per suspension point (see “Notice on Hall Ceiling Suspensions”) is 5 kg/m² (halls C5/C6: 20 kg/m²) of stand area. For each suspension point, the load must be individually specified and supporting documents provided on request. Suspension points for heavier loads only on request.

4.7.5.2. Attaching items to the fixing points
Items to be suspended from Messe München GmbH’s ceiling must be properly attached. The stand contractor (lighting supports, spotlights, etc.) may only be fitted by the given exhibitor’s own specialists or by specialist companies authorized to do so in compliance with relevant German and/or EU regulations and accepted technical practice. With regard to the attachment of objects to be suspended, the relevant safety provisions are to be observed. Accidents also and especially include the provisions of the German Statutory Accident In-surance, DGVU Regulation 1 (“Principles of Prevention”), DGVU Regulation 17, DGVU Regulation 54, the BGI 810-3 and, if applicable, the VSAV/TV directive governing places of assembly. Cable connect-ions for loadbearing purposes must comply with DIN 565-121-1; cable clamps may not be used. Further information on approved fastening materials can be found in the Order Forms for Exhibitor Services (see “Notice on Hall Ceiling Suspensions”) or use our download service via the Messe München GmbH homepage. For safety reasons, the following rules also require compliance. The following are prohibited: – Securing of stand components or exhibits (stand components and/or exhibits must stand securely in their own right)
– Securing 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.

4.7.6. 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.

4.7.7. Advertising materials/Presentations
Stand and exhibit inscriptions, logos and trademarks may not exceed the specified height. In the case of advertising materials posted on stands directly adjacent neighboring stands, a distance of 2 m should be kept free to the perimeter of 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 partic-IPants or adjoining neighboring stands (e.g., by creating a noise level at the stand perimeter may not exceed 70 dBA). Despite having given its prior approval, Messe München GmbH is entitled to restrict or prohibit such performances if they cause noise, visual disturbance, dirt, dust, vibrations or other emissions or, for other reasons, constitute a significant disturbance to the event or its participants.

4.8. 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 capable of being accessed and used by persons with reduced ability on their own.
4.8. Outdoor exhibition area

4.8.1. Checking stand size
The stand area is measured out on the ground of the outdoor exhibition area by Messe München GmbH and marked at the corners. After stand space has been allocated, each exhibitor is obliged to check the location and size of any installations, in particular supplying structures, foundations, tracks, distribution boxes, etc. and, where necessary, instruct the stand-builder accordingly.

The boundaries of the stand area must be observed. The exhibitor must ensure that no locations are placed in the area of the stand protruding beyond its confines. Exceptions to this ruling can be approved for reasons of safety, i.e. when the crane is used for meetings and customer service purposes. The exhibitor must be notified prior to the commencement of the fair.

4.8.2. Stand construction
All structures covering ground space of more than 50 m² or higher than 5 m and special constructions (e.g. advertising towers) to be erected in the outdoor exhibition area require the prior approval of Messe München GmbH’s Technical Exhibition Services Division and must be registered for approval with Messe München GmbH via the appropriate service form in the Order Forms for Exhibitor Services, which must be submitted together with the supporting documents mentioned therein at least six weeks prior to the commencement of the trade fair.

Precise ground plans must be submitted for written approval to Messe München GmbH’s Technical Exhibition Services Division for any anchorages required for tents, guy ropes and flagpoles as well as for any other earthworks in the outdoor exhibition area. All earthworks on the exhibition grounds are prohibited if no written approval has been granted. Messe München GmbH’s Technical Exhibition Services Division should be notified prior to the commencement of any earthworks on the exhibition grounds.

Compliance with all statutory requirements under public law is necessary in connection with the erection of facilities, particularly those of a structural nature. Moreover, the relevant safety regulations stipulated by the Technical Inspectorate must also be observed. All necessary exits must be marked as such with signs in accordance with the Accident Prevention and dismantling periods. Their full width should be kept clear for fire department access purposes.

Roads may not be obstructed by any structures or equipment at any time, not even during the setup of stand structures measuring > 75 m² at least six weeks prior to the commencement of the trade fair.

Stand structures may not be built closer than 0.50 m to the perimeter of neighboring stands unless approved by Messe München GmbH’s Technical Exhibition Services Division and must be registered for approval with Messe München GmbH via the appropriate service form in the Order Forms for Exhibitor Services, which must be submitted together with the supporting documents mentioned therein at least six weeks prior to the commencement of the trade fair.

For stands with an upper story area in excess of 100 m², at least two stairways are required, to be made of at least flame-retardant (according to DIN 4102 or EN DIN 13501-1) building material.

4.8.3. Dismantling
All stands and exhibits on stands must be dismantled and cleared from the exhibition area. The dismantling deadline is determined by Messe München GmbH’s Technical Exhibition Services Division and must be registered for approval with Messe München GmbH’s Technical Exhibition Services Division via the appropriate form in the Order Forms for Exhibitor Services, at least six weeks prior to commencement of the trade fair.

Any partitioned stands or exhibits on stands must be dismantled and cleared from the exhibition area. The dismantling deadline is determined by Messe München GmbH’s Technical Exhibition Services Division and must be registered for approval with Messe München GmbH’s Technical Exhibition Services Division via the appropriate form in the Order Forms for Exhibitor Services, at least six weeks prior to commencement of the trade fair.

Exhibits higher than 30 m must registered for approval with Messe München GmbH’s Technical Exhibition Services Division via the appropriate form in the Order Forms for Exhibitor Services, twelve weeks prior to the commencement of the trade fair at the latest. Revolving lower towers, etc. must be appropriately secured in line with the relevant regulations. Suspending advertising hoardings or other loads (apart from flags) from cranes is prohibited for reasons of safety. The use of liquid gas for heating purposes is prohibited. Suitable oil-fired heating can be used if approved by Munich Municipal Fire Department.

In other respects, the general regulations and those applying to the hall area are also valid for the outdoor exhibition area insofar as they can be meaningfully applied to them.

4.9. Two-story stand construction
4.9.1. Application for planning permission
Two-story exhibition stands can only be built in Halls A1–A6, B1–B6 and C1–C6 providing prior approval has been granted by Munich Municipal Fire Department, Messe München GmbH’s exhibition management responsible for the given project and the Technical Exhibition Services Division. Approval is also dependent on the required position in the hall and the floor space needed. An essential factor in the approval process is what effect the given two-story stand will have on the design and transparency of the given exhibition hall or hall area.

Approval has been granted by Munich Municipal Fire Department, Messe München GmbH’s exhibition management responsible for the given project and the Technical Exhibition Services Division. Approval is also dependent on the required position in the hall and the floor space needed. An essential factor in the approval process is what effect the given two-story stand will have on the design and transparency of the given exhibition hall or hall area.

The floor of the upper story of a two-story stand within an exhibition hall must be designed to withstand working loads in compliance with DIN EN 1991-1-1 (2010) in conjunction with DIN EN 1991-1-1/ NA (2010) and DIN EN 1991-1–1/NA-BDE (2011). If the floor is optionally used for exhibitions, Messe München GmbH’s Technical Exhibition Services Division stipulates the number of exits and their respective clearance width in accordance with the Accident Prevention and dismantling periods. Their full width should be kept clear for fire department access purposes.

The use of liquid gas for heating purposes is prohibited. Suitable oil-fired heating can be used if approved by Munich Municipal Fire Department.

In other respects, the general regulations and those applying to the hall area are also valid for the outdoor exhibition area insofar as they can be meaningfully applied to them.

4.9.2. Conditions applying to covered stand areas, height of internal stand areas, minimum access routes
The clearance height in internal areas of two-story stands must be at least 2.40 m on both the lower and upper floors.

A sprinkler system needs to be installed in accordance with VDS regulations if the covered stand area exceeds 30 m², with one sprinkler unit to be installed for every 12 m² of covered space or part thereof. All rooms erected within this area are to be included in the protection provided by the sprinkler system. The minimum distance for stairways, open cabinets, terraces/catering areas to the edge of aisles and to the perimeter of a neighboring stand is 3 m. If it is impossible to maintain the minimum distance to the neighboring stand, some form of screening of at least 2 m in height is to be erected in the area concerned for privacy purposes.

4.9.3. Working loads / Load assumptions
The floor of the upper story of a two-story stand within an exhibition hall must be designed to withstand working loads in compliance with DIN EN 1991-1-1 (2010) in conjunction with DIN EN 1991-1–1/ NA (2010) and DIN EN 1991-1–1/NA-BDE (2011). If the floor is optionally used for exhibitions, Messe München GmbH’s Technical Exhibition Services Division stipulates the number of exits and their respective clearance width in accordance with the Accident Prevention and dismantling periods. Their full width should be kept clear for fire department access purposes.

The use of liquid gas for heating purposes is prohibited. Suitable oil-fired heating can be used if approved by Munich Municipal Fire Department.

In other respects, the general regulations and those applying to the hall area are also valid for the outdoor exhibition area insofar as they can be meaningfully applied to them.
The bottom of any balustrades must be fitted with skirting at least 0.05 m in height as well as kneehigh skirting, grid or solid panelling or similar to prevent persons from falling. To prevent objects (e.g. glasses) from being placed on balustrades where they can easily fall off, the handrails or the tops of the balustrades must be appropriately shaped e.g. circular or semi-circular. Balustrades should be properly anchored and bolts that could be pulled out may not be used. Kindly contact Messe München GmbH’s Technical Exhibition Services Division for details concerning ceilings to be located above areas on the upper floor of your stand.

5. Operational safety, technical safety regulations, other technical requirements and supply systems

5.1. Operational 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.

5.1.1. Damage

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

5.2. Use of machinery

The use of ball, nail and stud guns may be examined and permitted on a case-by-case basis. The right to use cranes and forklift trucks is reserved for Messe München GmbH’s authorized forklift operators. Only such work platforms as are supplied by Messe München GmbH’s authorized service partners may be used. The work platforms rented from such companies may only be operated by persons over 18 years of age qualified to do so. The qualification for this must comply at the very least with that set out in German Employers’ Liability Insurance Association Principle DGUV-G 308 / 008. In special cases, the approval of Messe München GmbH’s Technical Exhibition Services Division must be sought.

5.3. Electrical installation

5.3.1. 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 contractors appointed by it include the main electrical connection and cabling, master fuse and, if applicable, the master switch / electricity meter. Messe München GmbH and / or contractors appointed by it include the main electrical connection and cabling, during operation.

The regulations set out in the Notice “Electrical Installation on Exhibition Stands” require compliance. The inspection will be organized by Messe München GmbH. 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 order forms for exhibitor services without being asked to do so by same, such that the above requirement is met.

5.3.1.2. Stand installation

Electrical installation work within the confines of the stand can be carried out by the exhibitor’s own electrical engineers or approved electrical contractors in accordance with VDE (German Association of Electrical Engineering, Electronics and Information Technology) regulations, VDS regulations and accepted technical practices.

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 questions, 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 not allowed. They can be removed from the stand and put in storage by Messe München GmbH at the expense and risk of the exhibitor.

5.3.2. Stand installation

Electrical installation work within the confines of the stand can be carried out by the exhibitor’s own electrical engineers or approved electrical contractors in accordance with VDE (German Association of Electrical Engineering, Electronics and Information Technology) regulations, VDS regulations and accepted technical practices.

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 questions, 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 not allowed. They can be removed from the stand and put in storage by Messe München GmbH at the expense and risk of the exhibitor.

5.3.3. 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), whereby special attention should be given to VDE 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 61 100-2-4. Conductive components must be included in the precautions intended to prevent indirect contact (stand to mains).

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

5.3.4. Safety precautions

As a special safety precaution, all heat-emitting electrical equipment (hot-plates, spotlights, transformers, etc.) must be installed on a non-flammable, asbestos-free base and monitored adequately during operation.

5.4. Installation of water/wastewater facilities

All exhibition stands must ensure that 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/water connection is ruled out. Prior to being fed into the hall supply system, the water is channelled via a water treatment plant (chlorination). The process is in compliance with the relevant drinking water regulations.

5.4.1. Connections

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

Connection plans indicating the required position of the connections should be attached to the orders (form is included with “Water / Sanitary / Sprinkler Installations / Compressed Air” in the 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 cater for the simultaneous use of all items required by the exhibitor, Messe München GmbH is entitled to upgrade the water/wastewater installation at the expense of the exhibitor at the prices stated in the Order Forms for Exhibitor Services without being asked to do so by same.

Water/wastewater piping in the halls will be laid in utility ducts wherever possible, but may under certain circumstances have to be run above ground if the location of the connection point makes this necessary. In the outdoor exhibition area, water/wastewater facilities can generally be installed; the piping can be laid either along the ground or underneath it.

In exceptional circumstances, the required location may be so unfavorable that the connection ordered cannot be installed or that, in any event, 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 be payable by the exhibitor concerned. To the extent that water consumption is not payable on a flat-rate basis, it will be determined via the meter fitted and invoiced at the per-m³ prices shown in the Order Forms for Exhibitor Services. Wastewater polluted with chemicals may not be fed into the sewage system (see also Item 6.2.1.).

The exhibitor is responsible for ensuring that the water/wastewater installation is able to cater for all items on the stand requiring water/wastewater facilities such that they can all operate simultaneously. Should Messe München GmbH determine that the water/wastewater installation ordered by the exhibitor cannot cater for the simultaneous use of all items required by the exhibitor, 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.

The exhibitor is responsible for ensuring that the water/wastewater installation is able to cater for all items on the stand requiring water/wastewater facilities such that they can all operate simultaneously. Should Messe München GmbH determine that the water/wastewater installation ordered by the exhibitor cannot cater for the simultaneous use of all items required by the exhibitor, 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. The process is in compliance with the relevant drinking water regulations. Messe München GmbH reserves the right to prohibit the use of refrigerators / freezers with open refrigeration cycles.

For safety reasons, Messe München GmbH reserves the right to cut off the exhibitors’ water supply after the event has finished.

5.4.2. Stand installation

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

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 setup date if it is the latest, as any required equipment and/or plumbing contractors 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 water more than indicated in the application are not allowed. They can be removed from the stand and put in storage by Messe München GmbH at the expense and risk of the exhibitor. For safety reasons, dishwashers without a fitted drainage pump are not to be connected to the water mains if the drainage gradient is insufficient.

The connection of refrigerators / freezers with open refrigeration cycles should be registered with Messe München GmbH’s Technical Exhibition Services Division. 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, use of refrigerators / freezers with open refrigeration cycles.

5.5. Installation of compressed-air facilities

The provision of exhibition stands with compressed air is possible in both the halls and the outdoor exhibition area. It generally occurs via a connection to a compressor station. Messe München GmbH reserves the right to install and connect up the supply of compressed air on the stand in cases where, for instance, little compressed air is required. The use of a compressor to be supplied by the exhibitor himself has to be notified to Messe München GmbH’s Technical Exhibition Services Division four weeks prior to commencement of the stand construction period of the given event at the latest. The exhibitor is not allowed to obtain compressed air for his stand from such persons as have not been authorized to supply compressed air by Messe München GmbH. Exhibitors are expressly forbidden to obtain compressed air from neighboring stands. Furthermore, exhibitors are not entitled to supply any third parties at the trade fair center apart from his co-exhibitors with such air as is supplied to him by Messe München GmbH. It applies particularly to neighboring stands. Depending on the amount of heat generated and/or emitted, adequate distance must be maintained between the equipment concerned and any flammable materials in the vicinity. Lamps may not be attached to flammable decorations or the like.

5.5.1. Safety lighting

Stands whose specific design or structure render the existing general safety lighting ineffective must be equipped with their own safety lighting, according to accepted technical standards. It must be mounted such that safe orientation and access to the general escape routes is guaranteed.

5.4.3. Air conditioning systems
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 shall be 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 run compressed-air supply lines 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 supply lines and connections across the exhibitor’s stand. Should the exhibitor wish compressed-air supply lines to be laid across public aisles or third-party stands, Messe München GmbH’s prior approval must be sought. Any compressed-air supply lines laid across public aisles must give due consideration to the safety of the public and exhibitors alike and are payable by the exhibitor concerned. A ground plan indicating the required position of the connections should be attached to the orders (form “Compressed Air/Vacuum Connections” in Order Forms for Exhibitor Services). For safety reasons, Messe München GmbH reserves the right to cut off the exhibitors’ compressed-air supply after the event has finished.

5.5.2. 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 (e.g. air blowers, air compressors and 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 setup 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 applying to the given event. Any compressed-air installations, machinery, equipment or part thereof 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.

5.6. Gas Installation
5.6.1. Connections
Gas supply facilities from the utility ducts to the stands may only be installed by Messe München GmbH and/or a contractor appointed by it. The gas installations encompass the main gas connection with supply lines and stopcock as well as a gas meter if applicable. The exhibitor is not allowed to obtain gas for his stand from such persons as have not been authorized to supply gas by Messe München GmbH. Exhibitors are expressly forbidden to obtain gas from neighboring stands. Furthermore, exhibitors are not entitled to supply any third parties at the trade fair center apart from his co-exhibitors with such gas as is supplied to him by Messe München GmbH. This applies particularly to neighboring stands. Connection plans indicating the required position of the connections should be attached to the orders (form “Gas Connection for Natural Gas” is included in the Order Forms for Exhibitor Services or available from Messe München GmbH’s Technical Exhibition Services Division). The exhibitor is principal obliged to display only those products that meet European marketing requirements, specific EU directives as well 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, the exhibitor must ensure that the sign must be attached to the product indicating that it may only be marketed in the EU and the European Economic Area (EEA) under 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 behalf of 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.

5.6.2. Test procedures
The exhibitor is principally obliged to display only those products that meet European marketing requirements, specific EU directives as well 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, the exhibitor must ensure that the sign must be attached to the product indicating that it may only be marketed in the EU and the European Economic Area (EEA) under 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 behalf of 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.

5.7. Information and communications services
All fixed-line phones 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 “Information and Communication Services” in the Order Forms for Exhibitor Services).

5.8. Machinery, pressure containers and exhaust systems
5.8.1. Machine noise
The exhibitor is principally obliged to only use noise-emitting machinery and/or devices requiring Messe München GmbH’s prior written approval. It may not disturb any other event participants, cause crowding that blocks the aisles or 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 as 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.

5.8.2. Product Safety
The exhibitor is principally obliged to display only those products that meet European marketing requirements, specific EU directives as well 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 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.

5.8.2.1. Safety devices
Machinery and equipment components may only be operated if all relevant safety devices are in place. The standard safety devices can be replaced by a secure covering made of organic glass or another suitable, transparent material. Where equipment is not operated, the safety devices can be removed to visitors a clearer view of the design and construction of the otherwise covered components. The safety devices must then be clearly displayed next to the machine.

5.8.2.2. Test procedures
The exhibited technical equipment will be inspected for its accident prevention and safety characteristics by the relevant supervisory authority—the Factory Inspectorate—together where necessary with the relevant technical committees of the Employers’ Liability Insurance Association and for its compliance with the relevant safety requirements. The following guidelines are advisory in nature and EU ConformityDeclaration 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.

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

5.8.3. Pressure containers
Pressure containers may only be operated on the stand if the tests/acceptance inspections required by the Operating Safety Directive (BetSichV) have been carried out on them. Any proof of testing (certificates and/or recordings) issued as a result should be kept on the stand near the pressure container concerned and presented at the request of the relevant supervisory authorities.

5.8.3.2. 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. It 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 Messe München GmbH’s Technical Exhibition Services Division.

A person responsible for the pressure container must be present on the exhibition stand.

5.8.3.1. Rental equipment
If hired equipment is used on the stand, the above regulations apply accordingly. Above all, any proof of testing issued (see item 5.8.3.1) should be kept on the stand near the pressure container concerned and presented at the request of the relevant supervisory authorities.
5.8.3.4. Verification
The requisite acceptance certificates shall be available on the stand for Factory Inspectorate verification purposes.

5.8.4. Exhaust gases and vapors
Vapors and gases which are emitted by exhibitors equipment and are flammable, toxic or merely unpleasant, for event participants may not be released in the halls, but must be fed off via appropriate piping in accordance with the provisions of the German Emissions Control Act.

5.8.5. Exhaust systems
Such vapors and gases as are flammable, toxic or merely unpleasant for event participants must be fed off via appropriate exhaust piping. 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 forms "Vapor and Flue Gas Exhusters in the Halls" is included in the Order Forms for Exhibitor Services or available from Messe München GmbH's Technical Exhibition Services Division.

5.8.6. 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 rule, 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 appropriate exhaust piping is warranted, especially if 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 stands. 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.

5.9. Compressed gas
Compressed-gas cylinders must be protected against impact, falling over, unauthorized access and heat in accordance with the relevant accident prevention regulations. Compressed-gas cylinders should be stored in an upright position.

5.9.2. 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:

- The location of the installation must be coordinated with Munich Municipal Fire Department.
- The gas container must be placed on fire-resistant stands and at least 11 m from the nearest exit.
- The liquid gas cylinder in use at the time is prohibited to be unauthorized access and heat in a fully enclosed, appropriately marked (yellow label with a black "G") sheet metal cabinet with base ventilation.

- The German Statutory Accident Prevention Regulation DGLUV 79 and "Technical Regulations. Liquefied Gases" TRF 2012 must be observed, compliance with specification and non-leakage requirements is to be verified by an expert and certified in accordance with the German Accident Prevention Regulation BGV D34.
- The pipes and cables of the liquid gas system are to be laid such that they are pull-releaved and protected against mechanical damage.
- Usage for heating and cooking purposes is prohibited.
- An officially approved fire extinguisher P6 as per DIN 14406 or DIN 3 E is 3 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.

5.9.3. 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 in accordance with the available instructions. The potential risk of fire or explosion is to be abolished as soon as possible. Appropriate signs must be provided. Only authorized persons may be allowed access. An officially approved fire extinguisher in accordance with DIN 14406 or DIN EN 3 is to be kept on the exhibition stand.

5.9.4. Hazardous substances
The use of materials or products containing dangerous substances is prohibited. We refer herewith to the law for the protection against dangerous substances (Chemicals Act) in conjunction with the Chemicals Prohibition Directive (Chem.VerbotsV) and the Dangerous Substances Directive (GefStoffV).

5.11. 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 danger 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 rule 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 good time prior to the commencement of the given event. Insofar as a permit has been issued, the exhibitor must prove that the intended use of radioactive materials at the trade fair center 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.

5.12. Radiation protection
5.12.1. Radioactive materials
The use of radioactive materials is only possible with a special permit and Messe München GmbH's approval. The permit must be applied for via the appropriate authorities in accordance with the Radiation Protection Act (Strahlenschutzgesetz). Messe München GmbH reserves the right to impose any safety- or fire protection-related demands that may become additionally necessary. The exhibitor is not entitled to designate Messe München GmbH as the consignee for goods consigned to the exhibitor.

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

5.13. Laser equipment
The operation of laser equipment requires a special permit and Messe München GmbH's approval. Notification of the operation of laser equipment is to be submitted to the relevant authority in accordance with DGLUV Regulation 11 via the "Registration of Laser and X-Ray Equipment" form in the Order Forms for Exhibitor Services.

5.14. Forklift trucks
The operation of forklift trucks must be approved by the Regulator of the given event. Insofar as a permit has been issued, the exhibitor must prove that the intended use of X-ray and spurious radiation equipment is covered by the permit concerned. See the Application for Preventive Fire Protection Measures form in the Order Forms for Exhibitor Services.

5.15. High-frequency equipment, radio systems, electro-magnetic 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.

5.15.1. High-frequency equipment and radio systems
The operation of high-frequency equipment and radio systems is only permitted if it complies with the provisions of the Telecommunications Installations Act (BGBiG) and the Electromagnetic Compatibility Act (EMVG). The use of paging systems, microcircuit equipment, two-way radio intercom equipment and televiement is subject to approval by the Telecommunications and Post Regulatory Authority. A copy of the required documents is to be submitted to Messe München GmbH.

5.15.2. Forklift trucks
The forklifts used on the given fair must be certified as meeting the prevailing 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 unacceptable high harmonic oscillations (dirty power) (see item 6.3.3).

5.16. Goods and packaging
The forwarding agents under contract to Messe München GmbH, hereinafter termed "official forwarding agents", exercise sole forwarding agent rights at the trade fair center e. g. transportation of exhibits, stand structures, etc. to the stands incl. provision of any auxiliary and work equipment (forklift trucks, cranes, tools, etc.). Goods and packaging, dirty power)

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6.1. Waste management

Each exhibitor is responsible for the proper and environmentally friendly disposal of waste which he or she has generated, e.g., at trade fairs where it is necessary to place them on the perimeter of their stands ready for collection by Messe München GmbH. The exhibitor undertakes to ensure that he and his sub-contractors fully comply with all environmental protection-related regulations and requirements.

At the trade fair center, 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 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.

6.1.1. Waste disposal

For all types of musical and audio-visual reproduction, permission is required from the German Performing Rights Society (GEMA) in accordance with the provisions of the Copyright Act.

Contact

GEMA, 11506 Berlin, Germany
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).

6.1.2. Hazardous waste

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

6.1.3. Waste brought to the exhibition center

Such materials and waste as are not used or generated in connection with the given event in the stand construction or dismantling periods or its actual duration may not be brought to the trade fair center.

6.1.4. Waste disposal fees

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

For such waste generated by the exhibitor or his contractors as has not been registered with Messe München GmbH for disposal, Messe München GmbH is entitled to charge lump-sum compensation equalling double the charge it would have raised for disposal of the same quantity of mixed waste. Messe München GmbH's right to claim further compensation remains unaffected. The exhibitor may demand a reduction in the lump-sum compensation if he proves that Messe München GmbH has incurred less damage. Waste generated by the exhibitor or his customers is considered to be at such risk as to be kept in the exhibitor's stand, unless he can prove that the waste has not been generated by him or his contractors.

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

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

6.2. Water, wastewater, ground protection

6.2.1. Oil/Grease separators

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

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

6.2.2. Cleaning/Detergents

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

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

6.3. Environmental damage

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

6.4. Oil

Grease separators

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

Grease separators

Messe München GmbH is committed to the protection of the environment.

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

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

Status: July 2017

Messe München GmbH