



APPLICATION

Creating the new energy world: The smarter E Europe unites four exhibitions and conferences that take an in-depth look at the topics driving the new energy world. In doing so, it is Europe's largest energy industry platform.

PLEASE APPLY FOR ONE OF THE FOLLOWING EXHIBITIONS:

-  Intersolar Europe, the world's leading exhibition for the solar industry
-  ees Europe, Europe's largest and most international exhibition for batteries and energy storage systems
-  Power2Drive Europe, international exhibition for charging infrastructure and e-mobility
-  EM-Power Europe, the international exhibition for energy management and integrated energy solutions

If you would like to book booth space at more than one exhibition, please use a separate form for each exhibition at which you would like to exhibit. Please complete the application in full using block capitals, place crosses in the applicable boxes, add your legally binding signature and send the document to Solar Promotion GmbH by fax, post or email. Please note that only applications, which have been completed in full and signed, will be processed. This form can only be used to book booth space at the exhibition you have selected above. If no exhibition is selected, but the product groups selected on page 4 make it clear which exhibition is intended or are primarily relevant to one exhibition, the organizer will select the appropriate exhibition.

1 Company data

The contact who enters the personal data of other attendees/participants is solely responsible for ensuring that there is a sufficient legal basis to do so in accordance with Article 6 GDPR and therefore that they have the permission of the relevant parties to enter said data.

a) Exhibitor

Company _____

Address _____

Zip code _____ City/State _____

Country _____

Tel. (main) _____ Fax (main) _____

Email (main) _____ Website _____

A. Managing director/owner Ms. Mr. Mx. First name _____ Surname _____

Email _____

B. Marketing manager Ms. Mr. Mx. First name _____ Surname _____

Email _____

C. PR manager Ms. Mr. Mx. First name _____ Surname _____

Email _____

VAT ID no. (Europe incl. Germany) _____

Once the exhibitor's application is accepted by the organizers, the exhibitor (with the details entered above) shall become a contracting party for the purposes of participating in the exhibition selected above. The exhibitor's company name, address and central contact information shall be added to the exhibitor list of the exhibition selected above and of The smarter E Europe (please see fields marked in blue) and printed on guest vouchers (company name only). If in the category list (see page 4) the exhibitor also selects product groups from the exhibitions running alongside the selected exhibition, the exhibitor's details shall also be included in this/these exhibitor list(s). The exhibitor named on this form is the service recipient and shall determine the VAT liabilities. Invoiced services shall be taxed to the named exhibitor even if the billing address differs.

b) Contact/address for correspondence as stated under 1a) A. B. C.

Company _____

Address _____

Zip code _____ City/State _____

Country _____

Tel. (main) _____ Fax (main) _____

Website _____

Contact Ms. Mr. Mx. First name _____ Surname _____

Position held in the company _____

Email _____

Tel. (extension) _____ Fax (extension) _____

Please note: The exhibitor authorizes the contact named here to make and receive all statements relating to The smarter E Europe 2022 (e.g. booth placement, emails containing exhibitor information, ordering of exhibitor badges and advertising documents, etc.). The exhibitor is responsible for informing the organizers of The smarter E Europe 2022 of any changes to the contact in writing. The organizers of The smarter E Europe 2022 cannot be held liable under any circumstances for any errors resulting from the contracting party failing to communicate any changes or failing to do so promptly.

The majority of correspondence relating to The smarter E Europe 2022 shall be sent to the email address of the contact named above.

c) Billing address as stated under 1a)

Company _____

Address _____

Zip code _____ City/State _____

Country _____

Tel. (main) _____ Website _____

Invoice via email to

Please address the invoice to Ms. Mr. Mx. First name _____ Surname _____

The exhibitor named under 1a) shall remain the contracting party for the purposes of participating in The smarter E Europe 2022. If the case arises, the exhibitor shall be liable for all payment requests alongside the recipient of the invoices. It is only possible to subsequently amend the billing address by notifying the organizers of such a change in writing before the invoice has been issued. After the invoice has been issued, changes shall incur a processing fee of €150 per amendment and per invoice.

2 Preferred booth type and size

We shall make every effort to take your preferred booth type and size into account when allocating the booths. However, we cannot guarantee that your wishes will be met. The organizers are under no obligation to allocate a specific type of booth or a specific booth location. The booth size requested here is binding for the exhibitor; the cancellation policy applies in the event of any subsequent requests for a smaller booth.

Hall¹ (Can only be booked to the nearest full meter)

1 side open (row booth) 2 sides open (corner booth) We are planning a two-story booth
 3 sides open (peninsula booth) 4 sides open (island booth)

x =
 Front m Depth m Booth size sqm

Comments _____

1 Please see page 3 for the rental prices and page 7 for the cancellation policy. This form can only be used to book booth space at one of The smarter E Europe 2022 exhibitions.

You can calculate the costs of participating in the exhibition here:

→ www.TheSmarterE.de/en → For Exhibitors → Become an Exhibitor → Cost Calculator



Booth assignment

Booth assignment shall take place once all the exhibitor's details and wishes have been thoroughly checked. The actual booth location assigned may differ from the wishes stated in this form as a result of the overall demand of all exhibitors and the actual implementation options available on site. Any such discrepancies shall not entitle the exhibitor to cancel their booking.

Rental rates and costs

Floor space per sqm	Early Bird ¹	Members ²	Regular price
Row booth	€220	€235	€260
Corner booth	€234	€250	€275
Peninsula booth	€244	€259	€285
Island booth	€253	€269	€295

¹ Early Bird: Valid for registration until July 31, 2021.

² Membership Rate: Companies qualify for the member rate if the company applied for the membership program and an Intersolar or ees or Power2Drive or EM-Power exhibition within the past 12 months of application submission. Please be aware: A retroactive discount is not possible.

A surcharge of 50% of the space covered by the booth shall be added for two-story booths. The minimum booth size is 9 sqm.

You can find the additional costs for the the professional association fee (AUMA), waste disposal and the Event Directory entry on page 6 (Fig. 3) general terms and conditions of participation. The price calculation for the early bird price is contingent on their adherence to the terms of payment. This price shall no longer be valid if a delay in payment arises according to the terms of payment. Once the first warning notice has been issued, the regular booth rental price or member's price is to be paid.

Venue

Messe München
Messegelände
81823 Munich, Germany

Hours

The hours of the The smarter E Europe 2022 exhibitions are as follows:

May 11, 2022,	9:00am–6:00pm
May 12, 2022,	9:00am–6:00pm
May 13, 2022,	9:00am–5:00pm

The exhibitor is obliged to keep the exhibition booth sufficiently staffed throughout the hours of the event. In the event of the exhibitor failing to observe this condition, the organizers shall impose a contractual penalty amounting to 25% of the booked booth space, but not less than €500, and may prohibit the exhibitor from participating in future events.

Set-up times

Start of set-up period: Friday, May 6, 2022, 7:00am

End of set-up period: Tuesday, May 10, 2022, 6:00pm

With the exception of the final set-up day, the exhibition halls are open from 7:00am–10:00pm during the set-up time. Booths which have not begun to be set up by 3:00pm on May 10, 2022 shall be set-up and decorated at the exhibitor's expense, provided they are not used for other purposes. The exhibitor may not make any claims for compensation and shall still be required to meet all payment obligations arising from the booth rental agreement.

Additional set-up days

Requests for additional set-up days must be checked individually, are not possible in all halls and in any case are subject to a charge.

Dismantling times

Start of dismantling period: Friday, May 13, 2022, 6:00pm

End of dismantling period: Monday, May 16, 2022, 6:00pm

The exhibition halls will be open from 7:00am–10:00pm during the dismantling period, except on the first and last day of dismantling. Booths and booth space must be returned in an orderly condition. The exhibitor shall be liable for any damage to booth equipment, the walls, floors and grounds.

3 The company's range of products/services and planned exhibits and topics

This information shall only be used by the organizers for internal purposes and for allocating your booth space. It shall not be published.

Our company is a: Manufacturer Supplier Distributor Service provider Project developer/EPC Researcher

Acceptance of the exhibitor's application, exhibits

The organizers shall decide at their own dutiful discretion whether to accept the exhibitor's application. They are entitled to turn down applications on the basis of the space available at the event and the purpose and structure of the event as determined by them. The exhibitor is obliged to use this form to provide the organizers with sufficient information about the company and the topics and products to be presented by it. The exhibitor's application to participate in the event shall be accepted on the basis of this information. If the exhibitor is planning to use its booth to present multiple topics and products, it must state the percentage share of its exhibit dedicated to each of the individual topics and products. Only topics and products disclosed in this application and approved may be presented at the exhibition. If the planned or actual presentation at the event does not match the details provided in advance and if the exhibitor does not adapt its presentation to be in line with the details given in the application within a reasonable period of time as specified by the organizers, the organizers may prohibit the exhibitor from taking part and remove any materials and exhibits at the exhibitor's expense. In the event of the exhibitor being at fault, the organizers reserve the right to impose a contractual penalty amounting to 25% of the booked booth space and to prohibit the exhibitor from participating in future events. Any further claims made by the organizers shall remain unaffected by this.



4 We would like our exhibits and services to be published in the exhibitor list under the following product groups (please mark with a cross). **Five product groups shall be included free of charge** as part of the standard listing in the exhibitor list; **each additional** product group shall incur a **fee of €100**. You may select categories from the entire range of products exhibited at The smarter E Europe exhibitions. Please make sure, however, that your product groups focus on the exhibition to which you are applying. Where appropriate, the organizers reserve the right to assign your company to a different exhibition.

INTERSOLAR EUROPE**Photovoltaics**

Solar cells and modules

- Solar cells
- Crystalline modules
- Thin-film modules

Balance of systems

- Inverters
- PV monitoring, measuring and control technologies
- Building integrated solutions (BIPV)
- Stand-alone systems, off-grid systems
- Small solar devices
- ICT, PV software

- PV components (cables, connectors, junction boxes, etc.)

- Mounting systems, installation aids

- Tracking systems

Production technologies

- Automation technology
- Monitoring and measuring technology
- Materials and components
- Manufacturing Equipment for ingots, wafers, raw material polysilicon, UMG, etc.
- Manufacturing Equipment for solar cells, modules, thin films

Solar thermal technologies

- Collectors, swimming pool absorbers
- Building integrated solutions (Facades, etc.)
- Process heat
- Air conditioning and cooling
- Manufacturing machinery and equipment

Solar power plants

- PV systems for residential buildings
- Roof-mounted PV systems for commercial and industrial applications
- Free-standing PV installations
- Operation and maintenance of solar power installations (O&M)
- Solar thermal power plants
- EPC contracting/project development for solar power plants

EES EUROPE**Energy storage technologies**

- Lithium-based batteries
- Lead-based batteries
- Redox flow batteries
- Other battery technologies
- Recycling/second use
- Fuel cells
- (Ultra)capacitors
- Power-to-gas (hydrogen, electrolysis, methanation, infrastructure, etc.)
- Other energy storage technologies

Energy storage system components and equipment

- Battery management systems
- Power electronics for storage systems
- Battery testing, inspection systems, safety
- Cooling/temperature management
- Battery Chargers

Battery production technologies/machine and plant construction

- Materials
- Battery cell production
- Battery module production and system installation/assembly
- Integration/automation technology

Energy storage systems

- Stationary applications for residential buildings
- Stationary commercial and industrial applications
- Stationary applications for utilities and grid operators
- Low-capacity mobile applications (smartphones, laptops, tablets, etc.)
- Uninterruptible power supply systems (UPS)
- EPC contracting/project development for energy storage systems
- ICT, software for energy storage systems

POWER2DRIVE EUROPE**Charging infrastructure/charging stations**

- EV charging stations (wall boxes, charging stations) up to 22 kW_{el} (AC)
- Charging systems from 22 kW_{el} to 150 kW_{el}
- High power charger, ultra fast charger (from 150 kW_{el} DC)
- Inductive charging systems
- Hydrogen fueling stations
- Connector systems, charging cables
- Vehicle-to-X, bi-directional charging
- Payment systems, ICT, software
- EPC contracting, project development for charging infrastructure
- Solar powered charging stations (Solar Carport, Solar Bikeport etc.)

Electrical vehicles (BEV, PHEV, FCEV)

- Passenger cars
- Light vehicles (bikes, scooters etc.)
- Commercial & special purpose vehicles, buses, trucks
- Materials for electric vehicles
- Powertrain
- Vehicle components
- Other (water-, aircraft)

Traction batteries

- For passenger cars
- For light vehicles (scooters, bikes etc.)
- For commercial vehicles, buses, trucks
- For railways, watercraft, aircraft

Mobility services

- Mobility as a Service (Transport, Leasing, Shuttle, Rental, Sharing, Pooling, Public Transport)
- Fleet management solutions

EM-POWER EUROPE**Smart grids and integration of renewable energies**

- Electricity trading and marketing, grids
- Electricity trading and marketing tools (power supply, distribution via direct and flexibility markets)
- Grid system services
- Grid infrastructure (transformers, substations, secondary substations)
- Management of medium and low-voltage grids
- Smart metering

Smart renewable energy

- Products and services for smart grids
- Products and services for microgrids
- Virtual power plants/combined power plants
- Weather and performance/yield forecasts for renewable power plants
- Software for analysing and simulating energy systems

Smart buildings and districts

Energy management and building automation

- Energy management, monitoring and controlling
- Building automation (smart home/building)
- Software for building design and facility management (BIM/CAFM)
- Other energy efficiency technologies (e.g. LEDs, heat recovery)

Decentralized and renewable energy supply

- Combined heat, (cooling) and power systems
- Biomass heating systems
- Power-to-heat and conversion (e.g. heat pumps)
- Small wind turbines
- Systems and plant engineering (e.g. heat storage, pumps)

Commercial and industrial energy services

- Flexibility management (load management/demand response)
- Energy procurement and contract management
- Energy contracting
- Carbon Footprint calculation, reduction and offsetting
- Auditing and certification
- Other energy services

OVERARCHING PRODUCT GROUPS

- Engineering and design
- Consulting
- Research and development
- Test institutes
- Certification
- State initiatives and public authorities
- Trade media, publishing
- Education and further training, training courses
- Financial services, subsidies, insurances
- Associations/societies
- Other renewable energies (Hydro etc.)

5 Please sign and return by email to info@TheSmarterE.de

Contracting party and organizers

Party contracting with the exhibitor for the purpose of the exhibition space rental: FWTM GmbH & Co. KG on behalf and for the account of Messe Freiburg Objektträger GmbH & Co. KG, Neuer Messplatz 3, 79108 Freiburg, Germany (VAT ID no.: DE 195919755).

The organizers are entitled to transfer all the rights and obligations arising from this application to one or more third parties specified by the organizers. On sending this application, the exhibitor expressly accepts the respective current versions of the general terms and conditions of participation and the Technical Guidelines of Messe München.

Only applications which have been completed in full and signed by hand can be processed.

Place, date

Company seal of the exhibitor, legally binding signature on behalf of the exhibitor

Name/position of the undersigned at the exhibiting company in block capitals

Organizers

Solar Promotion GmbH
Kiehnlestrasse 16
75172 Pforzheim, Germany
Tel.: +49 7231 58598-0
info@TheSmarterE.de
→ www.TheSmarterE.de



FWTM
Freiburg Wirtschaft Touristik und Messe GmbH & Co. KG
Neuer Messplatz 3
79108 Freiburg i. Br., Germany
Tel.: +49 761 3881-3700
TheSmarterE@fwtm.de



Registered at the Local Court of Mannheim
under HRB 50 5055
Management: Markus Elsässer and Dr. Florian Wessendorf

Registered at the Registration Court of Freiburg
under HRA 4323
Management: Hanna Böhme and Daniel Strowitzki

Membership



Certification





GENERAL TERMS AND CONDITIONS OF PARTICIPATION

1. Application and acceptance

The contract on the rental of booth space and the exhibitor's participation at the respective exhibition or event shall come into effect once FWTM or Solar Promotion GmbH (on behalf of FWTM) accepts the exhibitor's application. This gives the exhibitor the right to use a subsequently allocated booth space at the time of the exhibition within the scope of the law, public safety considerations and the house rules pursuant to Section 16 of the General Terms and Conditions of Participation, and the right to participate in the exhibition. For the protection of event participants, additional requirements such as pandemic-related hygiene measures, distancing rules etc. may be imposed on the exhibitors at a later point in time. Such requirements must not, however, exceed what is perceived to be reasonable for the exhibitor unless they are imposed on the basis of an official order. The exhibitor shall have no claim to a specific type of exhibition booth or a specific location. However, when assigning the exhibition booths, FWTM shall make every effort to take the exhibitor's wishes into account. If necessary as a result of the layout of the hall (e.g. due to how it is arranged into sectors; irrespective of the order in which the applications are received), the booth allocated may differ from the type, size and location requested by the exhibitor, certain exhibits may not be approved, and admission may be made subject to certain conditions. Provisos, conditions and special requests stipulated by the exhibitor (e.g. in terms of the location of the booth, the exclusion of competitors, and the booth structure and design) shall only be binding if this was expressly confirmed when the application was accepted.

Companies which have not met their financial obligations towards FWTM, e.g. from previous events, or which have breached Messe München's rules of use or the general terms and conditions of participation at previous The Smarter E events may be excluded from consideration for acceptance as exhibitors. They may also be excluded when acceptance has already been granted. FWTM may withdraw from the contract or terminate the contractual relationship without notice if the application is accepted on the basis of incorrect or incomplete information provided by the exhibitor or if the exhibitor does not meet the admission requirements at a subsequent point in time.

2. Rental of booth area, terms of payment

Please see page 3 of the application for the booth area rental prices.

Each square meter or part thereof shall be charged in full. The floor space shall generally be calculated as if it were rectangular, without taking into account any projections, beams, service connections, etc. An invoice for the booth rental fee shall be issued once the booth has been assigned. This invoice confirms the exact booth size and is due for payment immediately. The organizers reserve the right to issue an invoice for the sum of 50% of the booth rental fee as soon as the application has been submitted. The invoiced amount shall be based on the booth type and size specified in the application. It is only possible to subsequently amend the billing address by notifying the organizers of such a change in writing before the invoice has been issued. After the invoice has been issued, changes shall incur a processing fee of €150 per amendment and per invoice. In order to occupy exhibition space, the exhibitor must pay the booth rental fee (and any fee for the admission of co-exhibitors). If the exhibitor has fallen behind with its payments and fails to meet its payment obligations even after FWTM has given it a five-day extension, FWTM may choose to withdraw from the contract or assign the exhibitor a different booth location with the same type and size of booth.

FWTM is entitled to assert its statutory landlord's lien in order to secure the payment of obligations arising from the rental agreement. If the exhibitor does not meet its payment obligations, FWTM may retain the exhibited items and booth equipment and sell them by public auction or in the open market at the expense of the exhibitor. To the extent permitted by law, the statutory regulations regarding the sale of securities shall be waived. The exhibitor must keep FWTM informed at all times about the ownership status of objects to be or being exhibited. FWTM shall not accept any liability for damage to retained exhibition goods and booth equipment, unless it was caused as a result of FWTM acting with intent or gross negligence.

If the exhibitor has ordered services from FWTM, FWTM may refuse to provide services which have not yet been paid for (including listing the exhibitor's data in media publications) until the exhibitor meets its financial obligations towards FWTM, in particular those arising from previous events.

3. Additional costs

3.1 Professional association fee

A professional association fee of €0.60 per square meter of booth space shall be charged for the Association of the German Trade Fair Industry. This fee is listed in all invoices as a separate item. AUMA upholds the various interests of the German exhibition and trade fair industry.

3.2 Exhibitor list

In the exhibitor list all the exhibitors shall be listed using the information provided in the application form. If the application is made by March 30, 2022, the information shall also be listed in the printed Event Guide. Any changes to this information shall require the approval of FWTM. The standard listing shall cost €175, irrespective of whether the company's details are listed in the printed Event Guide. Further listing and advertising options shall be offered to the exhibitor separately and details shall be made available on the website → www.TheSmarterE.de and the websites of the individual exhibitions. The information provided on the application under "Product groups" shall be used for the purpose of publishing the exhibitor's details in the exhibitor list. Up to five categories shall be included in the standard listing in the exhibitor list; a fee of €100 shall be payable for each additional category.

3.3 Waste disposal

Waste disposal during the event shall be charged at a flat rate of €4.95 per square meter of booth space. During the exhibition, the exhibitor is requested to separate its waste into types and place it in the gangways at the end of each day of the exhibition. The exhibitor shall be responsible for properly disposing of any waste produced during the set-up and dismantling periods. The exhibitor must make separate arrangements for packaging, booth construction materials and floor coverings to be disposed of at its own expense.

3.4 Technical services

The costs of the energy supply equipment and other ancillary services (gas, water, electricity and sanitary and telecommunications connections, etc.) provided at the request of the exhibitor shall – if desired – be disclosed to the exhibitor in advance and shall be settled directly between the exhibitor and the supplier. Requests for such connections and supply lines can only be considered if they are received by the service partner no later than six weeks before the start of the event. Only service partners named by FWTM may be appointed for the provision of electricity and water installations, items suspended from the ceiling, security services, cleaning personnel and machinery such as cranes, fork lift trucks and working platforms. Regardless of whether any services are actually ordered and regardless of the order volume, Messe München GmbH (MMG) shall charge a flatrate advance payment of €20 per square meter plus VAT for services, e.g. electricity, water and telephone connections, which the exhibitor may make use of at its booth after ordering them in advance by the deadlines stipulated on the order forms. An invoice shall generally be issued for the advance payment for services around eight weeks before the start of the event. The cost of technical services provided by MMG shall be settled directly between MMG and the exhibitor and must also be cancelled with MMG.

The order forms for technical services and additional services shall be available online from January 2022 at → www.TheSmarterE.de/en → For Exhibitors → Exhibition Planning → Service Manual

4. Exhibitor Badges and Exhibitor Cockpit

The exhibitor shall be given an appropriate number of exhibitor badges free of charge for use during the exhibition in which it is participating. Exhibitor badges shall be issued once the booth rental fee and fee for the admission of any co-exhibitors have been paid and must be ordered by the exhibitor itself. Exhibitor badges are non-transferable and must not be given to third parties, e.g. to people or companies wishing to sell goods or provide services on the exhibition grounds without the authorization of FWTM.

Exhibitor badges and additional services provided by The Smarter E Europe and the individual events may be booked via the Exhibitor Cockpit. The required access data shall be sent to the contact named under 1 b) on the application.

5. Allocation and use of the booth

5.1 Booth assignment and floor plan

FWTM may also make subsequent changes to the allocation of space, in particular to the exhibition space allocated to the exhibitor in terms of location, type, dimensions and size, if doing so is necessary for safety reasons, for reasons of public order – for instance on account of additional pandemic-related requirements – or because the exhibition in question is oversubscribed and additional exhibitors have to be admitted to the exhibition, or because changes to the allocation of space are needed in order for the areas and rooms required for the exhibition to be used more efficiently. Such subsequent changes must not, however, exceed an extent perceived to be reasonable for the exhibitor. If the subsequent changes result in a reduced booth rental fee, the difference must be reimbursed to the exhibitor. The exhibitor shall not be entitled to make any further claims against FWTM. If the location, type, dimensions or size of the exhibition space rented by the exhibitor is subsequently amended by an extent no longer perceived to be reasonable for the exhibitor, the exhibitor may withdraw from the contract within one week of receiving written notification by FWTM or Solar Promotion GmbH (on behalf of FWTM).

FWTM is entitled to change the allocation of the other booths, in particular the neighboring booths, amend the location of the entrances and exits to the exhibition grounds and halls, and make any other reasonable changes.

Claims may not be made against FWTM as a result of any such changes.

5.2 Booth design, two-story booths

The exhibitor is responsible for fitting out its booth. When designing the exhibition booths, booth perimeter walls to neighboring booths and floor coverings are mandatory. Booth structures exceeding 3 meters in height require special approval from FWTM. The construction height may not exceed 6 meters on the perimeter to neighboring booths. All rear walls facing neighboring booths and exceeding 2.50 meters must be kept clean and neutral. Booths with a gap of 2 meters from the neighboring booths may be constructed to a height of 7.50 meters. A construction height of 7.50 meters is not possible in all locations. On sides facing an aisle, at least 30% of the booth front must have an open design, and after a maximum of 6 meters there must be a passage or a transparently designed front at least 2 meters wide or the booth front must be transparent. Exhibitors must obtain written consent from neighboring booth holders if booth walls are wider than 6 meters. To make it easier to obtain the required written consent from neighboring booth



holders, we may forward the name and telephone number of said booth holders' on-site contacts to the exhibitor who requires their written consent. The legal basis for data processing is Art. 6 Para. 1 Sentence 1 (f) GDPR. Our legitimate interest is based on the above-listed purposes of data collection. Structures and equipment must be positioned within the booth perimeter such that they do not impinge on neighboring exhibitors. All materials used must be flame retardant. The organizers reserve the right to stipulate further conditions concerning the booth design. Requests for any special constructions must be submitted to the exhibition management at least three months before the start of the exhibition.

Two-story booths require the prior approval of FWTM and, if applicable, the approval of the competent authorities. A surcharge of 50% of the space covered by the booth shall be added for two-story booths.

5.3 Staffing, setting up and dismantling the booths

Throughout the exhibition and during the predefined hours, all booths must be properly fitted out and staffed with specialized personnel.

The exhibitor is not permitted to remove exhibited goods and dismantle its booth before the end of the exhibition; if this regulation is violated or the exhibitor does not attend, FWTM shall be entitled to impose a contractual penalty on the exhibitor of 25% of the booth rental fee, but not less than €500. FWTM may exclude the exhibitor from participating in future The smarter E events if the exhibitor does not keep its booth staffed during the daily exhibition hours, exhibits a range of products or services not approved of by the organizers, leaves its booth early or breaches the general terms and conditions of participation in any other way. The right to terminate this contract for extraordinary circumstances and the right to seek compensation for any resulting damages caused to FWTM shall remain unaffected by this.

5.4 Using the booth outside of the exhibition hours

The use of the exhibition booth outside of the exhibition hours (e.g. for meetings or booth parties) requires the express written consent of FWTM; FWTM must be advised of such wishes in writing at least six weeks before the event. The costs of any additional hall security required as a result shall depend on the booth size and number of people present, and must be covered by the exhibitor. The booth may be used until 10:00pm at the latest.

5.5 Restrictions on the exhibitor's use of the booth

If the exhibitor is unable to use its booth space or if its use of the booth is restricted as a result of it having violated statutory or official regulations or provisions stipulated in the general terms and conditions of participation or Technical Guidelines, the exhibitor shall still be required to pay the booth rental fee in full and to compensate FWTM for any damage caused by its conduct and that of its legal representatives or vicarious agents; the exhibitor shall not be entitled to withdraw from or terminate the contract unless such a right is compulsory by law.

6. Co-exhibitors and shared booths

The exhibitor is not permitted to sublet the booth assigned to it in full or in part or to swap it or give it to third parties in any other way. If the exhibitor wishes to share the booth with a co-exhibitor, it must request this using the applicable form available at www.TheSmarterE.de. Co-exhibitors are defined as exhibitors that share a booth with the main exhibitor (main lessee) but have their own staff, products and services. Co-exhibitors also include consolidated companies and subsidiaries. If the request to share the booth with a co-exhibitor is approved, a co-exhibitor fee of €175 shall be charged. The full co-exhibitor fee is to be paid even if the co-exhibitor does not participate in the exhibition or event. The organizer is entitled to withdraw its approval of co-exhibition for good cause. Good cause exists in particular if the main exhibitor withdraws from its contract with the organizer or does not participate in the exhibition or event for other reasons. If a main exhibitor accepts a co-exhibitor without prior approval from the organizers, the organizers shall be entitled at their own discretion to demand the immediate removal of the unapproved co-exhibitor, or to terminate their contract with the main exhibitor without prior notice after having issued a warning to no effect and to have the booth cleared at the main exhibitor's expense. The exhibitor shall remain obliged to pay the agreed booth rental fee in full. However, the organizer may also allow a previously unapproved co-exhibitor to participate on the day of the event. In this case, the co-exhibitor fee will be raised to €360. Additional services and services for co-exhibitors may only be booked by the main exhibitor and invoices for such services shall only be issued to the main exhibitor. No contract shall be concluded between FWTM and the co-exhibitor. The main exhibitor is responsible for informing its co-exhibitors in good time about the relevant booking options. The exhibitor must ensure that its co-exhibitors observe the general terms and conditions of participation, the Technical Guidelines and the instructions issued by the exhibition management. The exhibitor shall be held liable for any culpable acts committed by its co-exhibitors to the same extent that it is held liable for its own culpable acts. It is not possible for multiple exhibitors to jointly rent a shared booth.

7. Notification of defects

The exhibitor must make any complaints concerning any defects to the booth or exhibition space to FWTM in writing immediately after taking possession of the booth and no later than the final set-up day, so that FWTM can rectify these defects. Any complaints made after this date shall not be considered and shall not entitle any claims to be asserted against FWTM.

8. Withdrawal/cancellation of the contract

Each application is binding. The exhibitor may only withdraw from the contract for reasons prescribed by law. If no such reason exists, FWTM may – but is not obliged to – cancel the application at the exhibitor's request. FWTM may choose to only cancel the exhibitor's application

if it is possible for the rented booth to be leased to another exhibitor. In such an event, FWTM shall not be entitled to receive the booth rental fee from the exhibitor. If it is not possible for the booth to be leased to another exhibitor, FWTM may – in the interest of preserving the overall image of the exhibition – move another exhibitor to the unoccupied booth or fill the booth in another way. In such an event, the exhibitor shall not be entitled to request a reduction in the booth rental fee. FWTM has the option of charging a flat-rate compensation fee (cancellation fee). The actual cancellation fee charged shall depend on when FWTM receives (written) notification from the exhibitor that it wishes to withdraw from its binding application or from the concluded contract:

Date on which the notification from the exhibitor is received by FWTM	Cancellation fee as a % of the fees and payments to which FWTM is entitled during the execution of the contract
Up to and including	October 15, 2021 10%
After	October 15, 2021 25%
After	January 14, 2022 50%
After	March 11, 2022 100%

If the exhibitor can prove that FWTM has not incurred any damage or has only incurred damage which amounts to less than the cancellation fee, the compensation payable by the exhibitor shall be reduced accordingly. Besides the cancellation fee, the exhibitor has to compensate for the costs resulting from the contracts already awarded on its instruction. Any costs incurred for the decoration or furnishing of the unoccupied booth shall be borne by the exhibitor.

FWTM may withdraw from the contract if the exhibitor breaches the obligation arising from this contract to respect the rights, objects of legal protection and interests of FWTM and if FWTM can no longer be expected to adhere to the contract. In such cases, besides being permitted to withdraw from the contract, FWTM may also demand that the exhibitor pays a fixed amount of compensation amounting to the agreed booth rental fee. FWTM's right to demand additional compensation shall remain unaffected by this. The exhibitor may request that the fixed amount of compensation be reduced if it can provide evidence that FWTM has only incurred less damage.

9. Force majeure, cancellation of the event

If FWTM is required to temporarily clear one or more of the exhibition areas for a short or longer period of time or to postpone or curtail the events belonging to The smarter E Europe as a result of force majeure or due to other reasons beyond its control (e.g. a power outage), the exhibitor shall not have any rights of withdrawal or termination nor the right to assert any other claims, in particular claims for compensation, against FWTM as a result. If FWTM cancels the events because it cannot organize the events as a result of force majeure or any other circumstances beyond FWTM's control, or because it has become unreasonable to expect FWTM to organize the events, FWTM cannot be held liable for damage and losses suffered by the exhibitor as a result of the cancellation of the events.

10. Catering, provision of food and drink

Only the contractually bound companies may provide catering, including the provision of beer and drinks, inside the exhibition grounds.

The sale of food and drinks (including samples) of any kind and the running of bars or counters serving alcoholic drink require special permission from FWTM as well as a catering permit. The exhibitor must apply for this permit from the Kreisverwaltungsreferat München (Munich Department of Public Order), Ruppertstraße 19, 80313 München, Germany. The same applies if the exhibitor provides food and drink (including samples) which has been supplied to it by professional caterers, even if it hands out this food and drink free of charge.

No goods of any kind, including food and drink, may be sold or handed out after 6:00pm apart from in the designated catering areas.

11. Advertising activities and events run by the exhibitor

The exhibitor may only carry out advertising activities at its own exhibition booth. The exhibitor is prohibited from conducting promotional campaigns in the gangways and public areas. Games of chance, tombolas and prize draws as well as raffles requiring the purchase of a ticket are only permitted if they are carried out in line with current legislation, in particular the regulations laid down in the German Act against Unfair Competition (UWG). In the event of the culpable violation of this provision, the exhibitor shall be obliged to indemnify the organizers against claims made by third parties and – if these activities are continued despite a warning notice being issued by the organizers – to pay a contractual penalty to the organizers. The contractual penalty shall amount to between €100 and €2,000 per day of the exhibition on which the activity was carried out; it shall be imposed in this context at the reasonable discretion of the organizers and its fairness may be verified by the competent court. Any further claims made by FWTM shall remain unaffected by this. Events held outside of the exhibition grounds are prohibited during the exhibition hours if they keep visitors away from attending The smarter E Europe events. Such events include receptions, parties, plant tours and other company/site visits. In cases of doubt, the exhibitor must agree any events with FWTM in advance. If FWTM decides that an event as defined above is being organized, the exhibitor must refrain from running such an event. If the exhibitor violates the above obligations, FWTM shall be entitled to do the following at its own discretion: To immediately shut down the exhibitor's booth and/or ban the exhibitor from re-entering the premises and/or prohibit the exhibitor from exhibiting at the next The smarter E Europe. The exercising of these rights shall not release the exhibitor from the payment obligations arising from the booth rental agreement.



12. Advertising activities run by the organizers

By participating in the exhibition, the exhibitor agrees to allow photos of its exhibition booth or exhibits on display, including any brands and other company labels found on such items, taken by or on behalf of the organizers to be used by The smarter E Europe events for advertising and communication purposes. The organizers of The smarter E Europe – FWTM and Solar Promotion GmbH – may, individually, use the name and company logo of the exhibitor in any given format (brochures, Event Directory, advertisements, posters, website, etc.) for the purposes of advertising campaigns aimed at visitors and exhibitors for The smarter E Europe events. The exhibitor shall provide an electronic file containing its logotype and logo for this purpose.

13. Photographs, films, video recordings and sketches

Only persons duly authorized by FWTM and issued with a valid permit by FWTM may film, photograph, produce video recordings and make sketches inside the exhibition halls. The exhibitor must not take photographs or produce other recordings of booths belonging to other exhibitors under any circumstances. In the event of this provision being breached, FWTM may demand that the recorded material be surrendered and can take legal steps to achieve this. Photographs and recordings of exhibition booths which are to be taken outside of the daily exhibition hours and need special lighting require the consent of FWTM. Such photographs and recordings require the ring circuit to be switched on and the hall electrician to be present. The resulting costs shall be borne by the exhibitor, unless they are covered by the photographer. FWTM may arrange to have photographs, sketches, film and video recordings taken and made of the exhibition, the booths and exhibition goods, and may use these for advertising purposes or general press publications.

14. Rights of third parties

14.1 Online publications produced by the exhibitor

FWTM may give the exhibitor permission to make information available to visitors on the web pages of The smarter E Europe events. In particular, this may include information about the company profile, job offers, products and employee profiles (hereinafter referred to collectively as "digital corporate presence"). The exhibitor shall bear sole responsibility for this information in accordance with general legislation. Before publishing this information, the exhibitor shall ensure that it has all the rights needed to do so (right to make the information available to the public) and that the published information complies with the principles of competition law and does not violate the rights of third parties. The right of access granted is non-transferable and must be protected against loss, unauthorized access and unauthorized disclosure in accordance with the state of the art. The exhibitor shall inform FWTM immediately if it becomes aware that the information has been lost or accessed by or disclosed to any unauthorized parties.

FWTM is generally not obliged to check the exhibitor information before making it available to visitors. If the rights of third parties are violated as a result of or in connection with the exhibitor information and if (a) FWTM is informed of this legal violation by third parties or (b) third parties make claims against FWTM as a result of such a violation, FWTM shall inform the exhibitor of this immediately after receiving notification of the legal violation or of the claim from the third party. The exhibitor shall adapt the exhibitor information immediately so that it no longer violates the rights of third parties or shall provide the exhibitor information in another form which does not violate the law. Until such amendments are made, FWTM may temporarily take down the exhibitor information concerned.

14.2 Conduct towards other exhibitors

FWTM expects the exhibitor to respect the industrial property rights of the other exhibitors. If it is proven to FWTM by a court ruling that the exhibitor has violated the industrial property rights of another exhibitor by means of its published exhibitor information (Fig. 14.1), exhibits, printed publications, advertising or in any other way, FWTM may – but is not obliged to – temporarily or permanently remove and, if applicable, take into safekeeping until the end of the exhibition the exhibition goods, exhibitor information, printed publications and promotional material violating the industrial property rights, close the infringing party's booth and/or expel the infringing party and its personnel from the exhibition grounds. FWTM shall also be entitled to exclude the infringing party from future exhibitions. If such measures are proven to be unjustified, no claims for compensation may be asserted against FWTM, unless FWTM is found to have acted with gross negligence or intent.

14.3 Indemnification, claims for compensation

If the cases outlined in Fig. 14.1 and 14.2 above arise, the exhibitor shall also – at the first request to do so – defend and indemnify FWTM and release and hold it harmless from any resulting damage and claims for compensation asserted against FWTM due to the violation of the rights of third parties. The exhibitor shall not be held liable for damages if it can provide evidence that it was not in any way responsible for the violation of the third-party rights.

14.4 Entry Requirements and Residence Regulations

The offering of booth space by the organizers of The smarter E Europe does not release the customer from the obligation to obtain comprehensive information in due time on the relevant regulations governing entry into the Federal Republic of Germany and in particular information on whether a visa is required. The organizers of The smarter E Europe do not accept any responsibility for any negative consequences resulting from customers' failure to take note of the prevailing laws on entering and staying in Germany.

15. Liability, insurance

FWTM shall assume liability in the event of it culpably breaching any of its essential contractual obligations in accordance with the statutory regulations. However, provided it has not acted with gross negligence or intent, it shall only be liable for typically occurring, foreseeable damage. In all other cases, FWTM shall be liable if damage has been caused by one of its legal representatives or senior vicarious agents intentionally or through gross negligence. In the event of damages resulting from bodily injury or harm to a person's health, liability shall be determined in accordance with statutory regulations. Claims for compensation arising from breaches of duty shall be excluded in all other cases.

The exhibition management recommends that the exhibitor take out exhibition insurance, which can optionally also cover the transportation of exhibition goods to and from the exhibition, and liability insurance covering personal injury and damage to property.

16. House Rules

The house rules and rules of use of Messe München GmbH (MMG) apply. These shall be sent to the exhibitor with the technical documentation. Overnight stays in the halls are prohibited. The exhibitor is obliged to treat the other event participants with consideration, to act with common decency and not to use the event to pursue ideological, political or other agendas not in keeping with the purpose of the event.

17. Limitation and cut-off periods

Any claims asserted by the exhibitor against FWTM arising from the rental of the booth and all associated legal relationships must be brought within a limitation period of six months. The limitation period shall commence on the last day of the month in which the final day of the exhibition falls. Claims made as a result of death, personal injury or impaired health as well as those arising from the gross negligence of FWTM shall be excluded from this; the limitation period for such claims shall be in line with statutory provisions. Complaints concerning invoices must be raised in writing within a cut-off period of one month from their receipt.

18. Data protection

Personal data shall only ever be processed in accordance with the applicable statutory provisions, in particular when it is being used to execute the contractual relationship. It shall only ever be disclosed to third parties if the person concerned has given their express consent for this to occur or if doing so is required by law.

19. Miscellaneous provisions

Any verbal agreements, individual licenses and special arrangements shall only apply once they have been confirmed in writing by FWTM. This contract shall be governed by German law. The Technical Guidelines of Messe München also apply. The place of jurisdiction for any legal disputes arising in connection with this contract is Freiburg im Breisgau, Germany. At FWTM's discretion, legal action may also be brought against the exhibitor in its registered place of business. If any part of the general terms and conditions of participation or Technical Guidelines is ineffective or incomplete, this shall not affect the validity of the other provisions or the contract. In such an event, the parties agree to replace the ineffective provision or fill the gap with a provision which best achieves the commercial purpose being pursued by the parties.



TECHNICAL GUIDELINES – MESSE MÜNCHEN GMBH

LIST OF CONTENTS

- 1. Preface**
 - 1.1. House rules**
 - 1.2. Opening hours**
 - 1.2.1. Stand setup and dismantling times
 - 1.2.2. Duration of the event
- 2. Traffic within the trade fair center, emergency routes, safety equipment**
 - 2.1. Road traffic regulations**
 - 2.2. Transport of caterpillar vehicles**
 - 2.3. Emergency routes**
 - 2.3.1. Fire service movement zones, fire hydrants
 - 2.3.2. Emergency exits, escape hatches, hall aisles
 - 2.4. Safety equipment**
 - 2.5. Stand numbering**
 - 2.6. Security**
 - 2.7. Emergency evacuation/Clearance**
- 3. Technical data and features of the halls and the outdoor exhibition area**
 - 3.1. Hall data**
 - 3.1.1. Normal lighting, type of current, voltage
 - 3.1.2. Supply of compressed air, electricity, gas and water
 - 3.1.3. Communications equipment
 - 3.1.4. Sprinkler systems
 - 3.1.5. Heating, ventilation
 - 3.1.6. Faults
 - 3.2. Outdoor exhibition area**
 - 3.3. Clearance heights**
- 4. Regulations governing stand construction**
 - 4.1. Stand construction safety**
 - 4.2. Stand construction approval**
 - 4.2.1. Stand structures subject to inspection and approval
 - 4.2.2. Vehicles and containers
 - 4.2.3. Alteration of non-compliant stand structures
 - 4.2.4. Extent of liability
 - 4.3. Construction heights**
 - 4.4. Fire prevention and safety regulations**
 - 4.4.1. Fire prevention
 - 4.4.1.1. Stand construction materials and decorations
 - 4.4.1.2. Motor vehicles as exhibits
 - 4.4.1.3. Explosive substances, ammunition
 - 4.4.1.4. Pyrotechnics
 - 4.4.1.5. Balloons
 - 4.4.1.6. Flying objects
 - 4.4.1.7. Smoke machines
 - 4.4.1.8. Ash containers, ashtrays
 - 4.4.1.9. Containers for non-recyclable, recyclable and residual waste
 - 4.4.1.10. Spray guns, solvents
 - 4.4.1.11. Abrasive cutting and working with a naked flame
 - 4.4.1.12. Empty packaging/Storage of goods
 - 4.4.1.13. Fire extinguishers
 - 4.4.2. Stand ceilings
 - 4.4.3. Glass and acrylic sheet
 - 4.4.4. Regularly occupied spaces/Partitioned „trapped“ rooms
 - 4.5. Exits, escape routes, doors**
 - 4.5.1. Exits, escape routes
 - 4.5.2. Doors
 - 4.6. Platforms, ladders, stairs, bridges**
 - 4.7. Stand design**
 - 4.7.1. Appearance
 - 4.7.2. Checking stand size
 - 4.7.3. Structural modifications to halls
 - 4.7.4. Hall floors
 - 4.7.5. Suspending items from the hall ceiling
 - 4.7.5.1. Provision of fixing points
 - 4.7.5.2. Attaching items to the fixing points
 - 4.7.6. Stand perimeter walls
 - 4.7.7. Advertising materials/Presentations
 - 4.7.8. Barrier-free design
 - 4.8. Outdoor exhibition area**
 - 4.8.1. Stand construction approval/Stand structures requiring approval
 - 4.8.2. Ground anchorages
 - 4.8.3. Weather-related loads
 - 4.8.3.1. Wind loads
 - 4.8.3.2. Wind loads for temporary structures
 - 4.8.3.3. Snow loads
 - 4.8.4. Severe weather warnings
 - 4.8.5. Exits/Escape routes
 - 4.8.6. Other regulations applicable in the outdoor exhibition area
- 4.9. Two-story stand construction**
 - 4.9.1. Application for planning permission
 - 4.9.2. Conditions applying to covered stand areas, height of internal stand areas, minimum distances
 - 4.9.3. Working loads/Load assumptions
 - 4.9.4. Escape routes/Stairways
 - 4.9.5. Building materials
 - 4.9.6. Upper story
- 5. Operational safety, technical safety regulations, other technical requirements and supply systems**
 - 5.1. General regulations**
 - 5.1.1. Damage
 - 5.2. Use of machinery**
 - 5.3. Electrical installation**
 - 5.3.1. Connections
 - 5.3.2. Stand installation
 - 5.3.3. Installation and operating regulations
 - 5.3.4. Safety precautions
 - 5.3.5. Safety lighting
 - 5.4. Installation of water/wastewater facilities/water attractions**
 - 5.4.1. Connections
 - 5.4.2. Stand installation
 - 5.5. Installation of compressed-air facilities**
 - 5.5.1. Connections
 - 5.5.2. Stand installation
 - 5.6. Gas installation**
 - 5.6.1. Connections
 - 5.6.2. Stand installation
 - 5.7. Information and communications services**
 - 5.8. Machinery, pressure containers and exhaust systems**
 - 5.8.1. Machine noise
 - 5.8.2. Product Safety
 - 5.8.2.1. Safety devices
 - 5.8.2.2. Test procedures
 - 5.8.2.3. Operating ban
 - 5.8.3. Pressure containers
 - 5.8.3.1. Acceptance certificates
 - 5.8.3.2. Testing
 - 5.8.3.3. Rental equipment
 - 5.8.3.4. Verification
 - 5.8.4. Exhaust gases and vapors
 - 5.8.5. Exhaust systems
 - 5.9. Use of compressed gases, liquid gases, flammable liquids, fuel pastes and other fuels**
 - 5.9.1. Compressed and liquid gas installations
 - 5.9.1.1. Approval of compressed gas cylinders
 - 5.9.1.2. Use of liquid gas
 - 5.9.1.3. Installation and maintenance
 - 5.9.1.4. Pressurized equipment directive
 - 5.9.2. Flammable liquids
 - 5.10. Hazardous substances**
 - 5.11. Assembly rooms/Show areas**
 - 5.12. Radiation protection**
 - 5.12.1. Radioactive materials
 - 5.12.2. X-ray equipment and spurious radiation equipment
 - 5.12.3. Laser equipment
 - 5.13. High-frequency equipment, radio systems, electromagnetic compatibility and harmonics (dirty power)**
 - 5.14. Cranes, forklift trucks, exhibition goods, packaging, goods consignments**
 - 5.15. Musical reproduction**
 - 5.16. Beverage dispensing systems**
 - 5.17. Food supervision**
 - 5.18. Disturbance due to exhibition goods**
 - 6. Environmental protection**
 - 6.1. Waste management**
 - 6.1.1. Waste disposal
 - 6.1.2. Hazardous waste
 - 6.1.3. Waste brought to the exhibition center
 - 6.1.4. Waste disposal fees
 - 6.2. Water, wastewater, ground protection**
 - 6.2.1. Oil/Grease separators
 - 6.2.2. Cleaning/Detergents
 - 6.3. Environmental damage**



1. Preface

Messe München GmbH has issued guidelines for the fairs and other events it holds with the aim of providing all exhibitors/organizers with optimum conditions for presenting their exhibits and addressing their visitors and other interested parties.

The Technical Guidelines are a constituent part of the contracts Messe München GmbH concludes with its exhibitors, organizers, service companies, stand-building companies and other service providers. These exhibitors, organizers, service companies and other service providers undertake to ensure that all their contractual partners, who are active or merely present at the 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 relevant offices of the Munich Department of Works in their function as the local authority responsible for construction and technical acceptance in respect of fairs and exhibitions. Messe München GmbH reserves the right to check compliance with these regulations and to take appropriate action should they be violated. The relevant statutory regulations applying at the given time must also be observed.

For safety and stand construction purposes, Messe München GmbH is entitled to impose requirements above and beyond those stipulated in these Technical Guidelines.

The Order Forms for Exhibitor Services will be available in good time. The order forms are to be completed and returned in accordance with the deadlines set out in the Order Forms for Exhibitor Services. 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 preparation and organization of the fair.

These Technical Guidelines have been agreed by:

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

in order to formulate them with a common structure.

Moreover, Messe München GmbH reserves the right to make any changes it deems necessary. The German text is binding. The term "hall" may also be used for comparable buildings in the further course of these Technical Guidelines.

1.1. House rules

The trade fair center is private property. The owner is Messe München GmbH, Am Messesee 2, 81829 Munich, Tel. +49 89 949-01. 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 insofar as no other times have been specified for the given fair. On the last day of the setup period, constructional work is to be completed by 18:00. Aisle 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 the 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 risk, or dispose of them at his expense.

1.2.2. Duration of the event

During the period of the actual event, the halls are opened one hour prior to the official opening time and closed one hour after the official closing time. Messe München GmbH reserves the right to impose special arrangements in this respect. Exhibitors who need to work 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 special permit, valid entry authorization or 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 windscreen of the given vehicle so that it is clearly visible. The regulations arising from the use of parking or entry permits require strict compliance. Parking or entry permits are to be returned at any time at the request of the Messe München GmbH staff deployed for traffic control purposes or of the security personnel. Parking and/or entry permits are only valid for the vehicle for which they have been issued. Messe München GmbH is entitled to ask for a deposit in return for entry into the trade fair center and to limit the maximum length of stay. The deposit paid is forfeited if the maximum length of stay is exceeded. This ruling applies during the stand construction and dismantling periods as well as in cases where Messe München GmbH has allowed the trade fair center to be accessed during the period of the actual event.

The German Road Traffic Regulations apply throughout the entire trade fair center and the exhibition car parks. A maximum speed limit of 20 km/h applies within the exhibition grounds. Inside the halls, vehicles may only be driven at walking pace; this ruling also applies to the rest of the trade fair center during the period of the actual event. Vehicles may only enter the halls for the purposes of loading and unloading (Hall C6: no access for vehicles insofar as the mobile partition walls are located outside the parking position). Care must be taken to ensure that no existing supply connections and other technical infrastructure items are damaged. The stipulated load-bearing capacity of the hall floors must be noted and complied with, as must the height and width of the gates. Engines should be switched off during loading and unloading. The parking of vehicles in the halls is strictly prohibited. Messe München GmbH reserves the right to deny motorized access to the halls for reasons it considers justified.

Pedestrians are to be given maximum consideration. No vehicles are allowed to access paths or green areas that have been cordoned off.

Mobile homes and caravans may not be brought on to the trade fair center for accommodation purposes. Areas Messe München GmbH designates as camping sites for a specific event are excluded from this ruling. Vehicles are not allowed to stop under any circumstances throughout the entire trade fair center except in

those areas designated accordingly. Messe München GmbH reserves the right to remove at the expense and risk of the person responsible, driver or owner any vehicles, trailers, containers, skips or full/empty packaging left in no-stopping zones or otherwise illegally parked.

Additionally, the provisions and access regulations set out in the forms for exhibitor services relevant to the given event ("Important Notes") apply, as do those stipulated in the "Exhibitors' Traffic Information" that is distributed in good time prior to the event.

The rules prescribed by Messe München GmbH concerning traffic regulation and routing including the instructions of security staff are to be strictly observed. Messe München GmbH reserves the right to regulate above all the access of exhibitors and/or their stand construction companies and other contractors to the individual stands.

In connection with fairs and exhibitions, it is advisable to make use of the full period allowed for stand construction as experience has shown the trade fair center to be excessively full on the last two stand construction days. No claims may be asserted against Messe München GmbH if delays are incurred by exhibitors, their stand construction companies or other contractors due to the trade fair center being overcrowded or to measures implemented by Messe München GmbH to control traffic within the trade fair center and/or access to the stands.

2.2. Transport of caterpillar vehicles

Only caterpillar vehicles with smooth tracks licensed for public roads may use the roads at the trade fair center. Caterpillar vehicles may only access the exhibition halls with the prior approval of Messe München GmbH's Technical Exhibition Services Division (see also item 4.4.1.2.). For damage to road surfaces and hall floors, the exhibitor is liable in full.

2.3. Emergency routes

2.3.1. Fire service movement zones, fire hydrants

Access to 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 no event, 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 unrecognisable or inaccessible.

2.3.2. Emergency exits, escape hatches, hall aisles

All hall exits and aisles designated as such in the hall plans are to be kept clear over their full width. They serve as escape routes in emergencies and may therefore never be obstructed by objects left in the way or protruding. Doors along emergency escape and rescue routes must be easy to open from the inside and to their full width. Exit doors, emergency escape hatches and signs indicating their position may not be obstructed, built over, blocked, covered or made unrecognizable or inaccessible in any other way. Information stands, tables and other furnishings may only be located near entrances, exits and access to stairways if sufficient room is left between them. Hall aisles designated as such may not be built over or obstructed in any way whatsoever. This also applies in cases where Messe München GmbH has allowed exhibitors to incorporate space from the aisles into their stand design. These areas must be visually designed in such way that they are recognizable as areas belonging to hall aisles. 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 the 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.

2.4. Safety equipment

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

2.5. Stand numbering

All stands are equipped with number signs by the given organizer which may only be removed with the prior consent of the organizer.

2.6. Security

Messe München GmbH and/or the security company commissioned by it to supervise the trade fair center is/are responsible for security at the entrances and in the halls. Messe München GmbH offers no guarantee that the trade fair center will be secured and monitored continuously. Messe München GmbH is authorized to implement any measures it deems necessary for securing and monitoring purposes. The security of stands, the items on display and any other objects located on the stands is not the responsibility of Messe München GmbH. Exhibitors are responsible for the security of their own stands and should organize it themselves as they see fit. However, only security guards from the company commissioned by Messe München GmbH to secure the trade fair center may be employed. Exhibitors' attention is drawn explicitly to the fact that stand exhibits and other items on the stand are particularly at risk during the stand construction and dismantling periods. Items of value and/or those that can be easily removed should always be locked away at night.

2.7. Emergency evacuation/Clearance

Messe München GmbH is entitled to order rooms, buildings halls and/or outdoor exhibition areas halls to be closed and evacuated for safety and above all regulatory compliance reasons. The exhibitor has to inform his employees of this procedure. He must draw up his own evacuation plans and make them known should this be required by law or ordered by the relevant authorities or Messe München GmbH. As and when required, he is responsible for ensuring that his stand is evacuated.

3. Technical data and features of the halls 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

Hall entrance dimensions

The halls can all be accessed by vehicles (apart from Hall B0) and each has at least 6 entrances measuring 4.50 m x 4.50 m. Hall B0 has one entrance measuring 12.50 m x 4 m.

Heights of halls

None of the halls (apart from Hall B0 in the ICM and the northern front ends of Halls C1–C6) has supporting pillars. They are all equipped with sprinkler systems.

The clearance height of the walls running along the length of the halls between the entrances measures approx. 5.70 m (in the case of the B6 high hall approx. 7.80 m).

The clearance height at the sides of the halls measures approx. 10.75 m (in the case of the B6 high hall approx. 15.25 m).

The hall height in central areas measures approx. 11.50 m (in the case of the B6 high hall approx. 16 m). The height clearance of Hall B0 measures 4 m at the sides and 4.20 m in central areas. The height clearance of the northern front ends of Halls C1–C6 measures approx. 4.50 m.

Suspension points are available in all halls. The maximum perpendicular load per suspension point is 100 kg (1 kN).

Load-bearing capacity of the hall floors

The hall floors are made of mastic 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 point load on a floor area of 30 cm x 30 cm (spacing of approx. 1.50 m) is 5 t (50 kN; floor pressure 500 kN/m²) – this does not apply however to utility duct covers.

Hall B0 has parquet flooring. The maximum permissible load-bearing capacity of the floor must be tested on a case-by-case basis.

Kindly contact Messe München GmbH's Technical Exhibition Services Division for details concerning the entrance buildings (floor load-bearing capacity max. 1 t/m² (10 kN/m²) on the ground floor).



3.1.1. Normal lighting, type of current, voltage

The normal lighting in the halls is provided by Messe München GmbH. The normal artificial lighting in the halls during the actual fair is approx. 50 lux/m² measured 1 m above the floor. Each hall is lit by daylight and artificial light. Type of current and voltage available at the trade fair center: Mains type: TN-S system
230 volt (±10%)/50 Hz alternating current
3 x 400 volt (±10%)/50 Hz three-phase current

3.1.2. Supply of compressed air, electricity, gas and water

Compressed air, electricity, gas and water are supplied to the stands in the halls via the utility ducts located approx. every 5 m in the hall floor (approx. 4.50 m in the case of Halls C1–C6 and approx. 4.85 m in the case of Hall B0); no gas supply is available in Hall B0. The utility duct covers measure approx. 43 cm x 43 cm (the utility duct is approx. 35 cm wide). Hall C1 is equipped with two further utility ducts running the length of the hall. Electricity supply 200 W/m²
Connection for water DN 25/min. 3.50 bar
Wastewater DN 100
Connection for sprinklers 50 DN, available in every second duct
Connection for compressed air DN 50/min. 10 bar, available in every second duct
Connection for gas DN 25/20 mbar

3.1.3. Communications equipment

Stand telephone, fax, data and antenna connections are available via connection points located in the hall floor. RJ 45 is the connection system used or, in the case of fibre optic connections, E 2000.

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. or 4.9.2. for information on sprinkler systems for covered stands)

3.1.5. Heating, ventilation

Messe München GmbH provides for the general heating and ventilation of the halls. All the halls are partially air-conditioned.

3.1.6. Faults

Any fault occurring in supply (in respect of e. g. electricity, water, compressed air, heating, ventilation, communications, etc.) must be reported immediately to the Technical Exhibition Services Division. Messe München GmbH is not liable for any damage occurring as a result of faults due to fluctuations in supply or a force majeure or if the supply is interrupted on the instructions of the Municipal Fire Service or of the suppliers of the service concerned (electricity, water, energy).

3.2. 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: 50 W/m²
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 securely erected such that they do not constitute a risk to public safety and order, above all in respect of human life and health. The given exhibitor is responsible for the structural safety of the stand concerned and may be required to provide proof of same.

Messe München GmbH reserves the right to inspect stand structures, exhibits, advertising hoardings, etc. or have them inspected by an independent expert in terms of their stability and traffic safety to the extent that justified doubt exists as to their stability and traffic safety even if the items concerned have received prior approval.

Upright structural elements or special constructions (e. g. freestanding walls, tall exhibits, tall decorative elements, LED walls), that may fall over, must be able to withstand the following horizontally impacting equivalent distributed load q_h:

q_{h1} = 0.125 kN/m² up to 4 m height from upper edge of floor;

q_{h2} = 0.063 kN/m² for all surfaces above 4 m in height from upper edge of floor.

The reference surface in such cases is the surface potentially exposed. The verification documentation drawn up for this purpose is to be provided at the request of Messe München GmbH.

Stand structures in the outdoor exhibition area should be appropriately designed to withstand wind loads and, if applicable, snow loads.

See Item 4.6. for load assumptions for platforms and Item 4.9.3. for load assumptions for two-story stands. Stand structures cannot be supported by securing them to the hall roof. (See Item 4.7.5.2. for details of attaching objects to fixing points).

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.

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) require approval (as do stands with bridges, stairs, cantilever roofs, galleries, sloping walls, etc.) and structures for outdoor exhibition areas (see Item 4.8.). Dimensioned 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 routes must be shown in a separate plan (seating plan scale 1:200) to be submitted to Messe München GmbH in triplicate, whereby the width of the escape/rescue routes is to be based on the maximum number of persons the room can accommodate and sized accordingly (see also Item 5.1.1.). A copy of the plan approved for the given usage should be displayed in a clearly visible location near the main entrance to the assembly room concerned.

4.2.1. Stand structures subject to inspection and approval

All organizers, exhibitors, tenants, service partners or other service providers are obliged to check whether the temporary structures they are planning to build either in the halls or in the outdoor exhibition area require approval. If in doubt, you should contact Messe München GmbH's Technical Exhibition Services Division.

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 (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. Stand construction approval is granted at the same time as planning permission given by Messe München GmbH, along with approval of the static calculation, verified by our structural engineering inspectors.

Stand space in the outdoor exhibition area

Single-story stands with floor space in excess of 50 m² or higher than 5 m must be submitted for approval to Messe München GmbH's Technical Exhibition Services Division (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 multi-story stands, special constructions, rooms with seating for more than 200 persons, darkened rooms for slide/film shows 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. Stand construction approval is granted at the same time as planning permission given by Messe München GmbH, along with approval of the static calculation, verified by our structural engineering inspectors.

The erection of such temporary structures as require execution approval in accordance with art. 72 of the Bavarian Building Directive (BayBO) must be applied for with the Munich City Council – Department for Urban Planning and Building Regulations – subject to submission of the test log and compliance with the statutory deadlines.

Postal address:

Landeshauptstadt München
Referat für Stadtplanung und Bauordnung
Hauptabteilung IV – Lokalbaukommission
Blumenstraße 28 b
80331 Munich, Germany
www.muenchen.de

The costs of the stand design approval process (see rear of "Application for Special Stand Designs" form) will be charged to the exhibitor.

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 2.2.). For damage to road surfaces and hall floors by vehicles and containers, the exhibitor is liable in full.

Motorized/mobile exhibition stands (show trucks, buses, trailers, etc.) must be 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 this is not done within the set period, Messe München GmbH is entitled to carry out the alterations itself or, if necessary, remove the stand structures concerned at the expense 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 standard 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 Technical Exhibition Services Division if in doubt. The maximum height for stand structures set by Messe München GmbH may only be exceeded with the Technical Exhibition Services Division 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)

As a general rule, no easily flammable materials, materials that drip or melt when burning, toxic gases or materials producing heavy smoking/sooting, such as most thermoplastics including polystyrene (Styrofoam), whatsoever may be used.

In individual cases and for safety reasons, special conditions may be imposed for load-bearing structural components (e.g. non-flammability).

Any mountings, fasteners and ties required for structural or load-bearing purposes must be made of non-flammable materials.

Decorative materials must be classed as being at least extremely flame-retardant (class B1), may not drip or melt when burning pursuant to DIN 4102-1, may only produce a limited amount of smoke or comply with class C (-S2, d0) pursuant to EN 13501-1. A test certificate verifying the fire classification of the materials used must be available for presentation.

As a rule, materials such as bamboo, reeds, hay, straw, mulch or peat do not meet these requirements and are in general to be protected separately or treated with a suitable and approved fire-proofing agent, to be coordinated with the Munich Municipal Fire Department and taking account of the processing instructions. The use of deciduous and coniferous shrubs or bushes is only permitted if they have moist root balls. If during the event it becomes apparent that the trees and plants are drying out and thus becoming easily flammable, they must be removed.

Messe München GmbH's consent can in particular be made subject to the general fire load to be considered.

4.4.1.2. Motor vehicles as exhibits

In the halls, motor vehicles may as a general rule neither be operated nor parked. Vehicles may only be exhibited in the halls, but not demonstrated in operation, after they have been registered with Messe München GmbH via the "Application for Preventive Fire Protection Measures" form.

The fuel tank content of vehicles must be reduced to the quantity of fuel required for accessing and leaving the hall (fuel gauge must show low/reserve). The filler caps are to be locked if possible. Depending on the event and installation location of the exhibit, additional safety measures may be required, such as inerting the fuel tanks, disconnecting the battery and/or deploying security guards. Fuels may not be stored at the stand. Vehicles with alternative drive technologies, e.g. electric or hybrid drives, may not be charged inside the halls.

4.4.1.3. Explosive substances, ammunition

Such explosive substances as are subject to the provisions of the Explosives Act and ammunition as is subject to the Firearms Act may not be displayed at fairs and exhibitions.

4.4.1.4. Pyrotechnics

Pyrotechnical 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.

4.4.1.5. Balloons

The use of tethered balloons is generally prohibited in the halls and outdoor exhibition area. Exceptions to this ruling require 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.

4.4.1.6. Flying objects

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

4.4.1.7. Smoke machines

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

4.4.1.8. Ash containers, ashtrays

To the extent that smoking is not explicitly prohibited on a stand or parts thereof, a sufficient quantity of ashtrays or ash containers made of non-flammable materials must be provided and arrangements made for their regular emptying into non-flammable, tightly closing containers.

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

No containers 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 shavings, 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.

4.4.1.10. Spray guns, solvents

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

4.4.1.11. Abrasive cutting and working with naked flame

Prior approval must be submitted in writing to and obtained from Messe München GmbH's Technical Exhibition Services Division for any welding, cutting, soldering, melting and part-off grinding work. The surrounding area must be protected from flying sparks when work is under way. Any joints and cracks should be sealed with appropriate, non-flammable materials. Stands must be equipped with 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.

4.4.1.12. Empty packaging/Storage of goods

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

4.4.1.13. 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 an automatic fire-extinguishing system, the effective operation of which may not be 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's Technical Exhibition Services Division (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 or part thereof of covered space; any rooms/cabins located beneath the stand cover must be encompassed by the sprinkler system. Given the consent of the Munich Municipal Fire Department, sprinkler systems for stand ceilings larger than 30 m² are not necessary if the coverings meet the following requirements:

■ Metal modular or grid ceilings:

The covering concerned is a modular or metal-grid ceiling comprising open-mesh grating, perforated sheet metal or similar. At least 70% of the entire ceiling structure including lamp fittings, etc. must be open in accordance with the planning and installation guidelines laid down by 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.

Hall B0 and the North, East, West and North-West Entrances:

Only such mesh/netting materials as have been approved by VDS and are sprinkler-compatible may be used. Horizontal coverings in the entrance buildings wider than 1 m must be approved by Messe München GmbH's Technical Exhibition Services Division.

See the Notice "Installation of Sprinkler-Compatible Materials and Fabrics" for further information on materials approved for stand coverings and the suppliers of such materials.

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 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 additionally 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 to the nearest emergency escape/rescue route or which may be accessed or left via another partitioned area only ("trapped" rooms), 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. If the regularly occupied spaces without any clear line of sight in the direction of escape to the nearest emergency escape/rescue route or the "trapped" rooms

are not at ground floor level, each of these spaces requires a stairway leading out to the open air instead of an emergency escape hatch. "Trapped" rooms may not be used as regularly occupied spaces. Alternatively, "trapped" rooms may be separated from other stand areas only by glazing to preserve the visual perception of a single room.

4.5. Exits, escape routes, doors

4.5.1. Exits, escape routes

Stands with a floor area exceeding 100 m², an escape route longer than 10 m or a stand designed such that the exit/escape route are not visible from all points on the stand, the following minimum requirements apply: the stands must have at least two separate exits/escape routes to be located as far apart from each other as possible. Stands with a floor area of up to 100 m² require one exit with a clearance width of at least 0.90 m. Stands with a floor area of more than 100 m² require two exits, each with a clearance width of at least 0.90 m. Stands with a floor area of more than 200 m² require two exits, each with a clearance width of at least 1.20 m. For stands with a floor area of more than 400 m², Messe München GmbH's Technical Exhibition Services Division stipulates the number of exits and their respective clearance width in compliance with the statutory and regulatory requirements valid at the given time.

Any partitioned rooms on stands in the halls must offer users an unobstructed line of sight in the direction of escape towards the nearest emergency escape/rescue route. Such occupied spaces as may be accessed or left via a partitioned room only ("trapped" rooms) are not permitted on stands located in halls. All measures that compromise a clear line of sight in the direction of escape of the nearest emergency escape/rescue route or its accessibility are prohibited. Messe München GmbH reserves the right to impose any safety- or fire protection-related demands that may become additionally necessary until such time as stands undergo official acceptance. (see Item 4.4.4.)

If within a given stand the maximum length of an escape route to a hall aisle exceeds 10 m, the stand must be equipped with a second exit and/or an aisle at least 2 m wide leading to a hall aisle. Escape routes should be marked as such in accordance with ISO 7010, BGV A8 or ASRA 1.3.

4.5.2. Doors

The use of emergency escape/rescue routes of swing doors, revolving doors, security coded doors, sliding doors, lift doors or any other device that could act as an access barrier is prohibited.

4.6. Platforms, ladders, stairs, bridges

All general walkways immediately adjacent to areas that are more than 0.20 m lower must be protected by a balustrade of at least 1 m in height and equipped with at least top, middle and lower cross-braces. Static load verification is to be provided for platforms with a height of 0.50 m and more. The platform floor must be designed to comply with DIN EN 1991-1-1 (2010) in conjunction with DIN EN 1991-1-1/NA (2010) Table 6.1DE Category C1 or C3 depending on the specific use made of it. This equates to a working load of $q_k = 3 \text{ kN/m}^2$ for cafés and reception areas; for areas where a large number of persons gather, 5 kN/m² applies. The maximum permitted height for single-step, open-access platforms is 0.20 m. Ladders, stairways and bridges must comply with the relevant accident prevention regulations.

4.7. Stand design

4.7.1. Appearance

The design and equipping of a stand as well as any necessary construction work are the responsibility of the given exhibitor. In this connection, he must however take into account the character and appearance of the fair and/or exhibition concerned. To this end, Messe München GmbH is entitled to demand changes to be made to the stand design. Moreover, Messe München GmbH reserves the right to prescribe the framework structure required for a given event in its Special Terms of Participation (B). Products manufactured by way of the exploitative employment of child labor as defined under the provisions set out in ILO Convention 182 may not be used for the construction or equipping of the stand. Stand walls bordering on visitor aisles must include glass panels, alcoves, displays, etc. to give them a more appealing look. The exhibitor's name and location must be indicated on the stand in a clearly visible manner. The stand walls facing neighboring stands should be kept neutral, white, clean and free of installation and materials above a height of 2.50 m.

4.7.2. Checking stand size

The stand area is measured out on the hall floor by Messe München GmbH and marked at the corners. After stand space has been allocated, each exhibitor is obliged to check the location and size of any installations, in particular fire alarms, utility ducts, ventilation systems, etc. and, where necessary, instruct the stand-builder accordingly. The boundaries of the stand area must be observed (see also Item 4.7.4. Hall floors).

4.7.3. Structural modifications to halls

Hall components and technical facilities may not be damaged, soiled or in any way changed (e. g. by drilling of holes, use of nails or screws, etc.). Nor may paint, wall paper or adhesives be applied to them. The hall components and technical facilities may not be subjected to any strain from stand constructions or exhibits for which they are not intended. Hall columns/supports within the stand area may, however, be integrated into the stand design providing they are not damaged and the maximum stand height is not exceeded.

Joints on hall walls, ceilings and floors may under no circumstances be damaged by caulking or foundation work or the like. No bolts or anchorages for stand structures may be fitted.

Securing exhibits via floor anchorages is only possible in exceptional, justified cases and only with the prior, written consent of Messe München GmbH's Technical Exhibition Services Division. To this end, the floor anchorages required should be registered in writing with Messe München GmbH's Technical Exhibition Services Division two weeks prior to the commencement of the stand setup period at the latest. To-scale plans with details of location, anchorage type, drill hole diameters and number of anchorages should be attached to the application. The number of anchorages should be kept to an absolute minimum. The exhibitor has no entitlement to the fitting and use of floor anchorages. Messe München GmbH reserves the right to prescribe the materials to be used for anchorages. In cases where non-approved materials are used and/or floor anchorages are fitted without Messe München GmbH's consent, flat-rate repair charges of EUR 90 per drill hole plus VAT will be raised. Kindly contact Messe München GmbH's Technical Exhibition Services Division for further information.

4.7.4. Hall floors

Carpets and other floor coverings must be laid with due regard to safety and may not protrude beyond the stand area. Only adhesive tape that leaves no traces when removed may be used to fix such coverings. No other adhesive materials or paint may be used on the hall floors.

Any materials used must be removed without leaving any traces. Substances such as oil, grease, paint and the like must be removed from the floor immediately.

There are utility ducts running across the width of the halls at intervals of approx. 5 m (C halls approx. 4.50 m, B0 approx. 4.85 m). Hall C1 is equipped with two utility ducts running the length of the hall in addition to those running across its width.

Usage of the utility ducts is reserved exclusively for Messe München GmbH's relevant service partners.

4.7.5. Suspending items from the hall ceiling

Items may only be suspended using the technical facilities intended for this purpose and in accordance with the provisions set out in the German Statutory Accident Insurance, DGUV Regulation 17.

4.7.5.1. Provision of fixing points

The provision of supporting structures and fixing points for suspending items from the hall ceiling is the exclusive responsibility of Messe München GmbH. Any changes to supporting structures may only be carried out by Messe München GmbH. To this end, Messe München GmbH will appoint specialist subcontractors to do the work required. To the extent structurally feasible, the exhibitor will be provided with a fixing point at the desired position above the stand area. Plans should be attached to the order (service forms "Suspensions/Rigging" in Order Forms for Exhibitor Services), clearly showing the desired positioning of the fixing points and height details. Items to be suspended may only be located above and within the stand confines. Construction and advertising hoarding heights are to be taken into account. Messe München GmbH will review the feasibility of the desired fixing points on the basis of the documents submitted. Each suspension point of the hall ceiling structure can withstand a maximum perpendicular load of 100 kg. The maximum area load 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 the fixing points ordered (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. These also and especially include the provisions of the German Statutory Accident Insurance, DGVU Regulation 1 (Principles of Prevention), DGVU Regulation 17, DGVU Regulation 54, DGVU Notice 215-313 and, if applicable, the VStättV directive governing places of assembly. Cable connections for loadbearing purposes must comply with DIN 56-921-1-1; 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:

- Suspending of stand components or exhibits
 - Securing of stand components or exhibits (stand components and/or exhibits must stand securely in their own right)
 - Suspending of items with a rigid and/or frictional connection to the hall floor.
- Exceptions to these rulings require Messe München GmbH's prior written authorization. The fitting and securing of items to be suspended as well as the provision and fixing of complete lighting systems, etc. can also be ordered from Messe München GmbH.

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 pointing towards a directly adjacent neighboring stand, 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 participants, cause crowding that blocks the aisles nor drown out the public address system in the halls. The noise level at the stand perimeter may not exceed 70 dB(A). Despite having given its prior approval, Messe München GmbH is entitled to restrict or prohibit such performances as cause noise, visual disturbance, dirt, dust, vibrations or other emissions or, for other reasons, constitute a significant disturbance to the event or its participants. Flashing, rotating or fast-moving advertising materials are prohibited, as is moving advertising on the stand perimeter. In the absence of any provisions to the contrary in the General Terms of Participation A "Advertising," the distribution of printed matter and the use of advertising materials is permitted within the confines of the exhibitor's own stand only.

Messe München GmbH reserves the right, however, to enforce further restrictions in specific cases. Messe München GmbH is entitled to access stands to check that the above regulations are being observed. Messe München GmbH is also entitled at the risk and expense of the given exhibitor to remove, cover over or otherwise prevent advertising violating the above regulations.

If a fair, exhibition or other event is not organized by Messe München GmbH but by another organizer, the organizer concerned is entitled to exercise Messe München GmbH's rights described above.

4.7.8. Barrier-free design

When designing stands, attention should be given to ensuring that they are barrier-free. Stands and the facilities on them should also be capable of being accessed and used by persons with reduced mobility on their own.

4.8. Outdoor exhibition area

Messe München GmbH's outdoor exhibition area comprises asphalted roads and compacted gravelled areas. In the dark, the outdoor exhibition area has general road and path lighting during event-related opening hours. Necessary utility connections are located at irregular intervals. The general provisions set out in the technical guidelines for stand construction apply by analogy also to stands in the outdoor exhibition area. Further supplementary information can be obtained from the Outdoor Exhibition Area notice.

Person responsible

Upon submission of the application – but by no later than the start of stand setup – a person responsible for technical matters is to be appointed with details of name and mobile phone number, who can be reached throughout the entire setup, dismantling and event periods, and can immediately initiate and implement the necessary measures in the case of storm warnings or disruptions through to the cessation of operations.

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 supply lines, 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 items located in the area of the stand protrude beyond its confines. Exceptions to this ruling can be approved for revolving tower cranes by Messe München GmbH's Technical Exhibition Services Division for safety reasons; it can make its exceptional approval dependent on all the exhibitors affected agreeing to the given revolving tower crane protruding on to their stands. In the event of an exhibitor refusing to agree to this, his refusal has no effect if safety concerns require the given revolving tower crane to protrude on to his stand.

4.8.1. Stand construction approval/Stand structures requiring approval

All stand structures and special constructions in the outdoor exhibition area must generally be registered and – depending on their nature and scope – may also be subject to mandatory verification and approval. The nature and scope of stand structures subject to mandatory registration and approval is set out in the Notice Outdoor Exhibition Area. A verified/verifiable stand safety certificate must be submitted in all cases for this purpose.

The stand structures in the outdoor exhibition area subject to mandatory registration and/or approval include all temporary installations that are classed as regular temporary structures in accordance with art. 72 BayBO (Bavarian Building Directive) with a valid model approval certificate or such as are comparable by way of their type and mode of construction as well as all other accessible and/or covered, room-forming or freestanding structural stand installations.

4.8.2. Ground anchorages

For anchorages of tents, guy-ropes and flagpoles as well as for other earthworks in the outdoor exhibition area, detailed site plans have to be submitted to the Technical Exhibition Services Division for written approval. No earthwork in the exhibition center grounds may be performed without written approval. Messe München's Technical Exhibition Services Division is to be notified prior to the commencement of earthwork in the exhibition center grounds.

4.8.3. Weather-related loads

4.8.3.1. Wind loads

All stand structures in the outdoor exhibition area must be designed to withstand any wind loads occurring, pursuant to DIN EN 1991-1-4 and taking account of the site-related wind zone.

4.8.3.2. Wind loads for temporary structures

If the structure concerned can be classed as a temporary structure in accordance with art. 72 BayBO (Bavarian Building Directive), the wind loads pursuant to DIN EN 13814, 5.3.3.4. (for event installations) or DIN EN 13782, 6.4.2.2. (for tents) can be applied.

Should an operational load case pursuant to DIN EN 13814, 5.3.3.4. be asserted, the discontinuation of operations required as of wind speeds of $v_{10} = 15 \text{ m/s}$ (including in single gusts) must be organizationally ensured by the exhibitor/stand operator.

4.8.3.3. Snow loads

For stand construction activities during the snow-free period (April–Oct.), snow loads need not to be taken into account. For stand construction activities during the winter period (November–March), regular snow loads in accordance with DIN EN 1991-1-3/NA are to be verifiably taken into account for all supporting roof structures, giving due consideration to the site-related snow load zone.

4.8.4. Severe weather warnings

The stand operator (exhibitor) is required to observe weather forecasts and to take the necessary precautionary measures in case of severe weather warnings, up to stand dismantling or cessation of operations. In addition, the trade fair organizer will issue a general severe weather warning to all exhibitors. For any mobile equipment (such as small exhibits, furniture, parasols, small advertising displays, etc.), the exhibitor/stand operator must ensure that, in the event of severe weather warnings, these may be dismantled and adequately secured at short notice at all times.

4.8.5. Exits/Escapes routes

The length of escape routes from any point within a closed stand structure to its exit into the open air may not exceed 30 m (walking line).

4.8.6. Other regulations applicable in the outdoor exhibition area

Exhibitors whose stands border on the edge of the trade fair center grounds are not allowed to use the fencing for their own purposes. Use of the outside of the fencing for advertising purposes is prohibited. This also applies during the stand setup and dismantling periods.

Stand components, signs and flags must be fitted in such a way as to avoid unreasonably disturbing others, particularly other exhibitors and visitors. Misleading company signs must be removed if the exhibition management considers this necessary.

Exhibits higher than 10 m 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 12 weeks prior to the commencement of the trade fair at the latest.

Revolving tower cranes, 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 hall as well as on neighboring stands. Hall B0 (ICM – Internationales Congress Center München) cannot accommodate two-story structures.

4.9.2. Conditions applying to covered stand areas, height of internal stand areas, minimum distances

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 cabins, 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) Table 6.1DE: If the story is used for meetings and customer service purposes, i. e. it is furnished with tables and chairs in a free arrangement or in the form of meeting cabins, it must withstand a working load of 3 kN/m² (Category C1). For unlimited use as an exhibition or sales area, as an assembly room with or without rows of chairs, the floor of the upper story must be able to withstand a working load of 5 kN/m² (Category C3). A horizontal load of $H = P/20$ (P = working load) is to be assumed if sufficient longitudinal/lateral stability is to be achieved. The respective use must be marked clearly in the plans submitted for approval purposes.

Stairways must always be able to withstand working loads of 5 kN/m². Balustrades and banisters must be designed to withstand loads of 1 kN/m at handrail height. Proof must be provided that the pressure applied by the supports does not exceed the maximum permissible pressure the hall floor can withstand (see Item 3.1. Hall data).

4.9.4. Escape routes/Stairways

On two-story stands with an area covered by the upper story of up to 100 m², only one stairway is required. The stairway must emerge beyond the covered area of the stand. The length of any escape route from the upper floor to a main hall aisle on the ground floor may not exceed 25 m.

Stands with a floor area of up to 100 m² require one exit with a clearance width of at least 0.90 m. Stands with a floor area of more than 100 m² require two exits, each with a clearance width of at least 0.90 m. Stands with a floor area of more than 200 m² require two exits, each with a clearance width of at least 1.20 m. For stands with a floor area of more than 400 m², Messe München GmbH's Technical Exhibition Services Division stipulates the number of exits and their respective clearance width in compliance with the statutory and regulatory requirements valid at the given time.

Winding or spiral stairways are not permissible on emergency escape/rescue routes. The height of the riser may not exceed 0.19 m and the tread depth no less than 0.26 m.

The width of the escape/rescue routes (exits, stairways, aisles) is to be based on the maximum number of persons needing to use the escape/rescue routes in an emergency and sized accordingly. Stairways require a minimum clear width of 1 m.

On stands with an upper story area in excess of 100 m², at least two stairways are required, to be located at opposite ends of the stand. Half of these stairways must emerge beyond the covered area of the stand.

In the case of multi-story stand structures in the outdoor exhibition area, each main unit used on each story must be equipped with two separate escape routes. An exit out into the open air may be no further than 30 m from any point on the stand.

Each story must be equipped with at least one exit leading out into the open air designed such that it can be used without risk as an escape route (with its own stairway or outside staircase).

All stairways should be designed to comply with DIN 18065. No items may be stored or shelving installed in areas on or under stairways without risers.

Handrails must offer a secure grip and be of a continuous nature. Two handrails are to be fitted on stairways that are wider than 1 m.

4.9.5. Building materials

On two-story exhibition stands, load-bearing components, ground floor ceilings and upper story floors must be made of at least flame-retardant (according to DIN 4102 or EN DIN 13501-1) building materials. Floor coverings and wall panelling and ceilings can be made of such building materials as are allowed and normally used for stand-building purposes. Anchoring materials to the floors in the halls is not permitted.

General statutory building regulations require compliance. We also reserve the right to impose further requirements in respect of safety and fire protection until such time as acceptance of the given stand has been granted.

4.9.6. Upper story

Any partitioned rooms on stands in the halls used by staff must offer users an unobstructed line of sight in the direction of escape towards the nearest emergency escape/rescue route. Such rooms used by staff as may be accessed or left via a partitioned room only ("trapped" rooms) are not permitted on stands located in halls. All measures that compromise a clear line of sight in the direction of escape of the nearest emergency escape/rescue route or its accessibility are prohibited. Messe München GmbH reserves the right to impose any safety- or fire protection-related demands that may become additionally necessary until such time as stands undergo official acceptance (see Item 4.4.4.). The bottom of any balustrades must be fitted with skirting of at least 0.05 m in height as well as knee-high 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 designed and constructed in compliance with Items 4.6. and 4.9.3.



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. General regulations

The exhibitor is responsible for the operational safety and compliance with occupational safety and health standards and accident prevention regulations at his stand. Stand construction and dismantling work may only be carried out in accordance with the relevant statutory labor and industrial regulations valid at the given time.

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 bolt, nail and stud guns may be examined and permitted on a case-by-case basis. The use of woodworking machines without chip exhausters is not permitted. The right to use cranes and forklift trucks is reserved for Messe München GmbH's authorized forwarding agents. 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 with 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's Technical Exhibition Services Division reserves the right to restrict the electrical connection to one basic connection per stand for reasons of safety. The use of generators on the stands is prohibited unless prior written approval has been obtained from Messe München GmbH's Technical Exhibition Services Division. Exhibitors are expressly forbidden to obtain electricity from neighboring stands. Furthermore, exhibitors are not entitled to supply any third parties at the trade fair center apart from his co-exhibitors with electricity. This applies particularly to neighboring stands. Furthermore, exhibitors are not entitled to supply any third parties at the trade fair center apart from his co-exhibitors with such electricity as is supplied to him by Messe München GmbH. This applies particularly to neighboring stands. A ground plan indicating the required position of the connections should be attached to the orders (see forms "Electrical Installations" included in the Order Forms for Exhibitor Services). The exhibitor is responsible for ensuring that the electrical installation is able to provide all items on the stand requiring electricity with sufficient power such that they can operate simultaneously. Should this not be the case, Messe München GmbH is entitled to upgrade the electrical installation at the expense of the exhibitor at the prices stated in the order forms for exhibitor services without being asked to do so by same, such that the above requirement is met.

Power supply lines will be laid in utility ducts wherever possible, but may have to be run above ground if the location of the connection point makes this necessary. Messe München GmbH is entitled to run power lines and connections serving neighboring stands across the exhibitor's stand unless Messe München GmbH can provide the electrical connection to the neighboring stands at the same or lower cost without laying supply lines and connections across the exhibitor's stand.

Should the exhibitor wish power lines to be laid across public aisles or third-party stands, Messe München GmbH's prior approval must be sought. Any power lines laid in this respect must give due consideration to the safety of the public and exhibitors alike and are payable by the exhibitor concerned. To the extent that power consumption is not payable on a flat-rate basis, it will be determined via the meter fitted and invoiced at the per-kWh prices shown in the Order Forms for Exhibitor Services. For safety reasons, Messe München GmbH reserves the right to switch off the exhibitor's power supply after the event has finished.

5.3.2. Stand installation

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

Electrical installation work within the confines of the stand can also be carried out by Messe München GmbH and/or contractors appointed by it providing an appropriate order is submitted.

Any connections, machines or equipment that have not been authorized, do not comply with the relevant regulations or use more power than indicated in the application are prohibited. They can be removed from the stand and put in storage by Messe München GmbH at the expense and risk of the exhibitor.

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 61 000-2-4.

Conductive components must be included in the precautions intended to prevent indirect contact (stand earthing). 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 effective at the given time 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. 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.

5.3.5. Safety lighting

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

5.4. Installation of water/wastewater facilities/water attractions

All installations on stands must comply with the relevant drinking water regulations valid at the given time such that any reduction in the quality of drinking water due to the installation and operation of a water/wastewater connection is ruled out.

Prior to being fed into the hall supply system, the water is channelled via a water treatment plant (chlorine dioxide). 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 a contractor appointed by it. The water/wastewater installations encompass the main water connection (supply and drainage) with supply and drain pipes as well as a water meter if applicable. The exhibitor is not allowed to obtain water for his stand from such persons as have not been authorized to supply water by 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 guarantee the simultaneous operation of all items requiring such facilities, Messe München GmbH is

entitled to upgrade the water/wastewater installation at the expense of the exhibitor at the prices stated in the Order Forms for Exhibitor Services 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 unfavourable that the connection ordered cannot be installed or that, in doing so, additional costs may be incurred.

Messe München GmbH is entitled to run water/wastewater pipes and connections serving neighboring stands across the exhibitor's stand unless Messe München GmbH can provide the water/wastewater connection to the neighboring stands at the same or lower cost without laying pipes and connections across the exhibitor's stand. Should the exhibitor wish piping to be laid across public aisles or third-party stands, Messe München GmbH's prior approval must be sought. Any piping laid in this respect must give due consideration to the safety of the public and exhibitors alike and is payable by the exhibitor concerned.

To the extent that water consumption is not payable on a flat-rate basis, it will be determined via the meter fitted and invoiced at the per-m³ prices shown in the Order Forms for Exhibitor Services. Wastewater polluted with chemicals may not be fed into the sewage system (see also Item 6.2.1.). 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 accordance with relevant German/EU requirements and accepted technical practice.

Plumbing work within the confines of the stand can also be carried out by Messe München GmbH and/or contractors appointed by it providing an appropriate order is submitted.

To the extent that plumbing work including connecting up equipment requiring water (devices with water supply and wastewater drainage facilities, e.g. sinks) is not to be carried out by Messe München GmbH and/or contractors appointed by it, the exhibitor has to notify Messe München GmbH in good time prior to the commencement of the work concerned, but 14 days prior to the start of the stand setup period at the latest, as to which plumbing contractors and/or plumbers will be carrying out the plumbing work. If Messe München GmbH is not supplied with this information by the set time, Messe München GmbH will connect up the equipment requiring water/wastewater facilities and charge the exhibitor with the costs incurred at the prices stated in the Order Forms for Exhibitor Services. Any connections, machines or equipment that have not been authorized, do not comply with the relevant regulations or use more water than indicated in the application are prohibited. They can be removed from the stand and put in storage by Messe München GmbH at the expense and risk of the exhibitor. 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 the use of refrigerators/freezers with open refrigeration cycles. In cases where water is used on the stand, e.g. for ponds and fountains or for water wall, air humidifier and other spray systems, perfectly hygienic conditions must be guaranteed at all times. Verification of compliance is to be presented at the request of the exhibition company.

5.5. Installation of compressed-air facilities

5.5.1. Connections

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 a compressor for 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 compressed air as is supplied to him by Messe München GmbH. This applies particularly to neighboring stands. Compressed-air facilities from Messe München GmbH's own mains to the individual stands may only be installed by Messe München GmbH and/or a contractor appointed by it. The compressed-air installations encompass the main compressed-air connection together with associated compressed-air supply lines.

The exhibitor is responsible for ensuring that the compressed-air installation is able to provide all items on the stand requiring compressed air with sufficient compressed air such that they can all operate simultaneously. Should Messe München GmbH determine that the compressed-air installation ordered by the exhibitor cannot guarantee the simultaneous operation of all items requiring compressed air, Messe München GmbH is entitled to upgrade the compressed-air installation at the expense of the exhibitor at the prices stated in the Order Forms for Exhibitor Services without being asked to do so by same.

Compressed-air supply lines 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. 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 in this respect 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 (appliances with compressed air connections) is not to be carried out by Messe München GmbH and/or contractors appointed by it, the exhibitor has to notify Messe München GmbH in good time prior to the commencement of the work concerned, but 14 days prior to the commencement of the stand 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 connections, machines or equipment that have not been authorized, do not comply with the relevant regulations or use more compressed air than indicated in the application are prohibited. They can be removed from the stand and put in storage by Messe München GmbH at the expense and risk of the exhibitor.

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 responsible for ensuring that the gas installation is able to provide all items on the stand requiring gas with sufficient gas such that they can all operate simultaneously. Should Messe München GmbH determine



that the gas installation ordered by the exhibitor cannot guarantee the simultaneous operation of all items requiring such facilities, Messe München GmbH is entitled to upgrade the gas 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. Gas supply lines in the halls will be laid in utility ducts wherever possible, but may under certain circumstances have to be run above ground if the location of the connection point makes this necessary. In exceptional circumstances, the required location may be so unfavourable that the connection ordered cannot be installed or that, in doing so, additional costs may be incurred.

Messe München GmbH is entitled to run gas supply lines and connections serving neighboring stands across the exhibitor's stand unless Messe München GmbH can provide the gas 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 supply lines to be laid across public aisles or third-party stands, Messe München GmbH's prior approval must be sought. Any gas supply lines laid in this respect must give due consideration to the safety of the public and exhibitors alike and are payable by the exhibitor concerned. To the extent that gas 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 technical exhibition services. The use of gas for lighting and/or heating purposes (e. g. radiation heaters) as a 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 gas installation work including connecting up equipment requiring gas (appliances with gas 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 construction period at the latest, as to which contractors and/or fitters will be carrying out the gas 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 gas and charge the exhibitor with the costs incurred at the prices stated in the Order Forms for Exhibitor Services. Any connections, machines or equipment that have not been authorized, do not comply with the relevant regulations or use more gas 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.

5.6.2. Stand installation

Gas 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. Gas 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 gas installation work including connecting up equipment requiring gas (appliances with gas 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 construction period at the latest, as to which contractors and/or fitters will be carrying out the gas 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 gas and charge the exhibitor with the costs incurred at the prices stated in the Order Forms for Exhibitor Services. Any connections, machines or equipment that have not been authorized, do not comply with the relevant regulations or use more gas 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.

5.7. Information and communications services

All fixed-line connections for information and communications services are provided exclusively by Messe München GmbH. Connection plans indicating the required position of the connections should be attached to the orders (forms "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 operation of any noise-emitting machinery and/or devices requires Messe München GmbH's prior written approval. It may not disturb any other event participants, cause crowding that blocks the aisles nor drown out the public address system in the halls. Noise-emitting machinery and/or devices may only be operated for short periods of time and only as long and often as the given demonstration requires. The noise level at the stand perimeter may not exceed 70 dB(A). Despite having given its prior approval, Messe München GmbH is entitled to restrict or prohibit such performances as cause noise, visual disturbance or, for other reasons, constitute a significant disturbance to the event or its participants. If a fair, exhibition or other event is not organized by Messe München GmbH but by another organizer, the organizer concerned is entitled to exercise Messe München GmbH's rights described above.

5.8.2. Product Safety

The exhibitor is principally obliged to display only those products that meet European marketing requirements (e. g. specific EU directives such as the Machinery Directive, Toy Directive, Low-voltage Directive, Medical Products Directive, PSA Directive, etc.) and the national legislation based on them (e. g. the German Product Safety Act - ProdSG). Contrary to this, such products may also be displayed at fairs and exhibitions as do not yet comply with the fundamental safety requirements. In such cases, however, a sign must be attached to the product indicating that it may only be marketed in the EU and the European Economic Area (EEA) upon compliance with all relevant legal requirements, or that the product is only intended for export to non-EU states and non-EEA states.

The exhibitor authorizes Messe München GmbH with the approval of the relevant authorities to publicly declare on its behalf that the conformity evaluation procedures have not yet been concluded in connection with such exhibits as do not have the prescribed CE coding, and that these exhibits do not yet comply with the formal and safety provisions of the relevant regulations and may not be sold or purchased in the countries of the EU and EEA until such time as they comply with these regulations. Products may (and must) be provided with CE coding only when they are subject to specific EU directives prescribing such CE coding. For such products, a conformity assessment must be conducted, technical documents verifying conformity prepared, an EU conformity declaration issued and the CE coding attached. Operating instructions, safety information, etc. in the user's national language are to be provided or attached. Any precautions necessary for the protection of persons must be taken by stand personnel in connection with demonstration activities.

The stand personnel is also responsible for ensuring that no machines are activated without authorization.

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 give visitors a clearer view of the design and construction of the otherwise covered components.

The safety devices must then be clearly displayed next to the machine.

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. Exhibitors are advised to have their EU Conformity Declaration available on the stand for CE coding verification purposes. If in doubt, exhibitors should contact the relevant authorities in good time prior to commencement of the event.

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

5.8.3.1. Acceptance certificates

Pressure containers may only be operated on the stand if the tests/acceptance inspections required by the Operating Safety Directive (BetriebV) 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. If applied for in good time, four weeks prior to the commencement of the trade show at the latest, pressure containers subject to testing may be put through the acceptance test by the Technical Inspectorate up to one day prior to the commencement of the event.

Inquiries in connection with this are to be addressed to Messe München GmbH's Technical Exhibition Services Division. A person responsible for the pressure container must be present on the exhibition stand.

5.8.3.3. 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 should be available on the stand for Factory Inspectorate verification purposes.

5.8.4. Exhaust gases and vapors

Vapors and gases which are emitted by exhibits and equipment and are flammable, toxic or merely unpleasant for event participants may not be released in the halls, but must be fed out into the open air 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 orders (form "Vapor and Flue Gas Extractors in the Halls" is included in the Order Forms for Exhibitor Services or available from Messe München GmbH's Technical Exhibition Services Division).

5.9. Use of compressed gases, liquid gases, flammable liquids, fuel pastes and other fuels

As a general rule, the use of compressed gases, liquid gases and flammable liquids is prohibited. Special approval to be applied for via the form "Application for Preventive Fire Protection" can be granted by the Munich Municipal Fire Department. The prerequisite for special approval by the Municipal Fire Department is that these compressed gases, liquid gases or flammable liquids are required for the operation or demonstration of exhibits. There is no entitlement to the granting of special approval.

Empty cylinders in which compressed gases, liquid gases or flammable liquids were contained may not be kept or stored on the stand or in the hall. Only empty cylinders may be used for such equipment and installations as are not operated for demonstration purposes. These must be marked as such in a clearly visible way.

The storage of such items in the hall is generally prohibited. An officially approved PG 6 fire extinguisher in accordance with DIN 14406 or DIN EN 3 is to be kept on the stand.

5.9.1. Compressed and liquid gas installations

5.9.1.1. Approval of compressed gas cylinders

The storage and use of liquid gas or other flammable or non-flammable gases in compressed gas cylinders, compressed gas packs or tanks is prohibited without the written approval of Messe München GmbH's Technical Exhibition Services Division. Compressed gas cylinders must be protected against impact, falling over, and access by unauthorized parties and heating up in accordance with the relevant accident prevention regulations. Toxic gases may not be used.

5.9.1.2. Use of liquid gas

The use of liquid gas for heating and cooking purposes is prohibited.

Should liquid gas be nevertheless required, only one liquid gas cylinder with a capacity of up to 11 kg per exhibition stand may be set up after approval has been granted by the exhibition company. The liquid gas cylinder in use must be protected against access by unauthorized parties and heating up by keeping it in a fully enclosed, properly labelled metal cabinet (yellow sign with a black "G") with base ventilation.

5.9.1.3. Installation and maintenance

The setup and maintenance of liquid gas installations is subject to compliance with the "Technical Rules Governing Liquid Gas" DVG-TRF 2012 (publisher: DVGW Deutscher Verein des Gas- und Wasserfaches e.V. and DVGW Deutscher Verband Flüssiggase e.V.) and DGVV Regulation 80 "Use of Liquid Gas." 5.7.1.1. should be noted. An explosion protection document pursuant to art. 3 and art. 5 of the Operation Safety Directive must be drawn up and submitted by the operator of the installation when applying for approval. Each gas-driven consumer appliance must be equipped directly with a shut-off valve that is readily accessible at all times. The entire installation is to be checked by a specialist (qualified person) pursuant to DGVV principle 310-005.

5.9.1.4. Pressurized equipment directive

The provisions of the Operational Safety Directive and the Pressure Equipment Directive of September 27, 2002, BGBl. I, p. 3806 in the version valid at the given time are binding and require compliance.

5.9.2. Flammable liquids

The storage of flammable liquids is generally prohibited. Operations-related exceptions are to be coordinated with Messe München GmbH at an early stage; written approval is required. DGVV rule 113-001 and the corresponding documents as well as the instructions on the safety data sheet all require compliance. The amount kept on the stand may not exceed the amount needed for a day's operations. Notification of filling activities is required. They may only be conducted in compliance with the technical safety regulations outside visitor hours. Empty cylinders must be removed from the hall immediately. The storage of flammable and/or explosive detergents in the hall is prohibited. The ban on smoking requires strict compliance. The use of dummies is prescribed for the purpose of exhibiting large quantities.

5.10. Hazardous substances

The usage of hazardous substances and building materials containing hazardous substances must be coordinated with the exhibition organizer. Compliance is required to this end with the Hazardous Substance Protection Act (Chemicals Act), BGBl. I, part 1, page 1,703, in conjunction with the Chemicals Prohibition Regulation (ChemVerbotV) and the Hazardous Substance Regulation (GefStoffV). The relevant safety data sheet and risk assessment must be available for presentation or submission by the exhibitor.

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 disturbance to the event or its participants. The regulations stipulated by the relevant authorities must be observed.

Naked flames, open fires and actions constituting a fire risk are prohibited. Any exceptions to this ruling require the approval of Munich Municipal Fire Department. Electric switching systems may not be accessible to visitors.

To the extent that 200 or more seats need to be arranged, the total number of seats and the escape/rescue routes must be shown in a separate plan (seating plan scale 1:200) to be submitted to Messe München GmbH in triplicate, whereby the width of the escape/rescue routes is to be based on the maximum number of persons the room can accommodate and sized accordingly. A copy of the plan approved for the given usage should be displayed in a clearly visible location near the main entrance to the assembly room concerned. Partitioned assembly rooms must offer users an unobstructed line of sight in the direction of escape towards the nearest emergency escape/rescue route. Assembly rooms that can be accessed or exited via another partitioned room only ("trapped" assembly rooms) are prohibited. All measures that compromise a clear line of sight in the direction of escape of the nearest emergency escape/rescue route or its accessibility are prohibited. Messe München GmbH reserves the right to impose any safety- or fire protection-related demands that may become additionally necessary until such time as stands undergo official acceptance (see Item 4.4.4.).

Messe München GmbH reserves the right to impose additional conditions should the need arise. The Assembly Place Directive (VStättV) applying at the given time (with particular regard to the operating requirements in part 4 with paras. 31 through 43, as well as para. 10 sect. 1, para. 14 sect. 3 and para. 19 sect. 6) requires compliance. The width of the escape/rescue routes in assembly rooms is to be based on the maximum number of persons the room can accommodate and sized accordingly. The width clearance of each section of any given emergency rescue route must amount to at least 1.20 m per 200 persons. Graduated increases are only allowed in steps of 0.60 m. The required width of the given rescue routes must be verifiably calculated through to the circulation areas.

Exits in darkened rooms must be lit adequately (signs according to DIN EN ISO 7010 or ASR A1.3). Curtains in the vicinity of the exits must open easily to the minimum exit width prescribed, end 10 cm above the floor and be extremely flame retardant. They are to be provided with a colored marking along the vertical edges used for opening and closing. They may not be sealed (tied together or similar) during operating hours. Applications should be submitted via the "Application for Preventive Fire Protection Measures" form in the Order Forms for Exhibitor Services.

Assembly rooms must have at least two exits leading directly to the hall aisles. These exits should be located as far apart from each other as possible.



Seats arranged in rows must be fixed so they cannot be moved; any chairs arranged temporarily are to be firmly interconnected into rows. Seats must be at least 0.50 m wide. A width clearance of at least 0.40 m must be provided between the rows of seats. Seats arranged in blocks may comprise no more than 30 rows. Aisles with a minimum width of 1.20 m must be provided behind and between the blocks. No more than ten seats may be arranged at the side of an aisle. The seating plan must show places for both sitting and standing. The path from a seat at a table to the nearest aisle may not exceed 10 m. The distance between the tables should not be less than 1.50 m. The places for wheelchair users are to be marked separately.

Doors located on escape and rescue routes in assembly rooms must open out in the direction of escape and may have no thresholds. During the time in which persons stay in assembly rooms, the doors of the respective escape and rescue routes must be able to be opened from inside easily and to their full width at all times. In the case of show areas as defined in the Assembly Place Directive (VStättV) valid at the given time, a person responsible for event systems or an event system specialist (pursuant to paragraphs 39 and 40 in the Assembly Place Directive) is to be notified by name to Messe München GmbH's Technical Exhibition Services Division.

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 Directive and submitted to Messe München GmbH at least six weeks prior to commencement of the given event. Insofar as a permit has been issued, the exhibitor must prove that the intended use of radioactive materials at 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.

5.12.2. 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.

5.12.3. 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 DGUV Regulation 11 via the "Registration of Laser and X-Ray Equipment" form in the Order Forms for Exhibitor Services. The operation of laser equipment will be checked by an independent inspector. The laser equipment may only be used if the conditions stipulated by the independent inspector are complied with.

5.13. High-frequency equipment, radio systems, electromagnetic compatibility and harmonics (dirty power)

The operation of high-frequency equipment, radio systems and electromagnetic fields requires a special permit and Messe München GmbH's approval.

The operation of high-frequency equipment and radio systems is only permitted if it complies with the provisions of the Telecommunication Installations Act (BGBl I) and the Electromagnetic Compatibility of Equipment Act (EMVG). The use of paging systems, microport equipment, two-way radio intercom equipment and telecontrol equipment is subject to approval by the Telecommunications and Post Regulatory Authority. A copy of the approval documents issued by the Regulatory Authority is to be submitted to Messe München GmbH in good time prior to the commencement of the given event.

Moreover, the operation of high-frequency equipment and radio systems is only permitted if a sufficiently large frequency gap is verifiably left between the frequencies/applications they use and those already in use at the trade fair center. This verification must be submitted to Messe München GmbH. Details regarding the frequencies/applications in use at the trade fair center are available from Messe München GmbH's Technical Exhibition Services Division. In case exhibits are shown or stand decorations used, in which electrical, magnetic or electromagnetic fields are generated, the provisions of the Twenty-sixth Ordinance for the Implementation of the Federal Immission Control Act must be adhered to. Electrical installations or exhibits and the exhibition stands are to be designed in such a way as to prevent the power supply network of the exhibition facility being affected by unacceptably high harmonic oscillations (dirty power) (see item 5.3.3.).

5.14. Cranes, forklift trucks, exhibition goods, packaging, goods consignments

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, work platforms, etc.) required as well as customs clearance for temporary or permanent importation purposes. Only official forwarding agents may be appointed to render the forwarding agent services mentioned at the trade fair center. In special cases approval must be obtained from Messe München GmbH's Technical Exhibition Services Division.

Messe München GmbH assumes no liability whatsoever for any risks arising from the activities of the official forwarding agents. No empty goods or packaging of any kind may be stored on the stands. The exhibitor is not entitled to designate Messe München GmbH as the consignee for goods consignments (exhibition goods, stand-building materials, information material and the like) or any other consignments that are not meant for Messe München GmbH but for the exhibitor or a third party. Messe München GmbH is entitled but not obliged at the expense and risk of the given exhibitor and against reimbursement of all the costs incurred to accept and store such consignments or appoint an official forwarding agent to store them, above all in respect of exhibition goods and packaging. No claims can be asserted against Messe München GmbH to the effect that it accepted such consignments without checking their condition and completeness, did not check the cargo and forwarding-agent invoices issued or did not store or keep the given goods correctly.

5.15. Musical reproduction

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).

5.16. Beverage dispensing systems

For the installation and operation of beverage dispensing systems on the stand, the relevant statutory legislation, above all the provisions of the Beverage Dispensing Systems Directive (TRSK) 400 No. 3.3.1. and No. 3.3.2. and the Operating Safety Directive (BetriebV) must be observed. Further information can be found in the "Registration of Beverage Dispensing Equipment/Notification of Intention to Serve Food and Beverages" form in the Order Forms for Exhibitor Services.

5.17. Food supervision

In connection with the distribution of food samples for immediate consumption and the on-site sale of food and beverages, the relevant statutory legislation, above all the provisions of the Food Hygiene Directive must be observed.

As far as the commercial preparation or distribution of food is concerned, the exhibitor must observe the provisions of the Infection Prevention Act. It is up to the exhibitor to inform himself about all relevant regulations, including those stipulated by local safety authorities, and to observe them. Further information can be found in the "Registration of Beverage Dispensing Equipment/Notification of Intention to Serve Food and Beverages" form in the Order Forms for Exhibitor Services.

5.18. Disturbance due to exhibition goods

Exhibition goods that, by virtue of their appearance, smell, noise, vibration or similar characteristics, constitute a significant disturbance to the running of the given event, and above all put event participants or third-party objects at considerable risk or impinge upon them, are to be removed immediately at Messe München GmbH's request. This obligation of the exhibitor concerned still applies even if he indicated such characteristics in his application and his application was approved. Should the exhibitor fail to meet his obligation by not immediately removing the exhibition goods causing the disturbance, Messe München GmbH is entitled to remove the exhibition goods concerned at the expense and risk of the exhibitor or close down his stand

without the exhibitor being entitled to claim damages from Messe München GmbH or the relevant organizer. In such cases, Messe München GmbH decides when the stand that has been closed down should be dismantled. If a fair, exhibition or other event is not organized by Messe München GmbH but by another organizer, the organizer concerned is entitled to exercise Messe München GmbH's rights described above.

6. Environmental protection

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

The exhibitor undertakes to ensure that he and his sub-contractors fully comply with all environmental protection-related regulations and requirements.

At 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 as are made of residual materials or waste should be used to the greatest possible extent.

One-way tableware for catering purposes is to be avoided. Beverages should be purchased in reusable containers (deposit bottles) as far as possible. However, if disposable tableware is used in exceptional circumstances, only ecologically safe materials may be used, i.e., degradable without harmful effects on groundwater or which can be burnt in waste incinerators without generating residues harmful to the environment.

6.1. Waste management

Each exhibitor is responsible for the proper and environmentally friendly disposal of waste which he or his appointed contractors (e.g. stand-builders, caterers, etc.) generate at the exhibition center. The exhibitor may appoint Messe München GmbH only with the disposal of waste at the exhibition center. The exhibitor is to ensure that also his contractors appoint Messe München GmbH only with the disposal of waste at the exhibition center. Messe München GmbH is entitled to appoint its approved contractors with the disposal of waste at the exhibition center.

In all phases of the event including stand setup and dismantling periods, the aim must be to avoid generating waste wherever possible. This aim must be pursued as early as the planning stage and in coordination with all parties involved. As a general rule, such materials as can be recycled and pollute the environment, as little as possible are to be used for stand-building and stand operation purposes.

6.1.1. Waste disposal

By way of order placement, the exhibitor is to notify Messe München GmbH in good time as to whether he wishes to have the waste generated during the stand-setup and dismantling periods and/or during the event disposed of as mixed waste by Messe München GmbH, or whether he wishes to initially sort the waste into various recyclable categories (e.g. wood, glass, paper, cardboard, plastic, film/foil) and then have it disposed of as fully pre-sorted, recyclable waste by Messe München GmbH. Kitchen and catering waste and other waste contaminated with kitchen and catering waste may only be disposed of as mixed waste. The exhibitor is required to notify Messe München GmbH of waste requiring special supervision (see item 6.1.2.) and oils and grease (see item 6.2.1.), which must be disposed of separately by Messe München GmbH. The exhibitor is to collect the waste in appropriate containers which are supplied by Messe München GmbH on request, subject to payment of a charge. Insofar as fully presorted, recyclable waste cannot be collected in containers supplied by Messe München GmbH, the exhibitor will have to coordinate the nature of the collection and disposal of these materials with Messe München GmbH. Production waste and demonstration residue generated by the exhibitor must be registered in good time with Messe München GmbH for disposal, indicating the type of the materials and quantities concerned.

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.

6.1.2. Hazardous waste

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 sheet details.

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 presorted, 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 equating 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 all such waste as is located on 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 generated by the exhibitor or his contractors not registered with Messe München GmbH for disposal unless the exhibitor proves that 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 prior to 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-accredited contractors only for this purpose. Such cleaning contractors as are not accredited by Messe München GmbH will be requested to leave the exhibition area.

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

6.3. Environmental damage

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



DATA PROCESSING POLICY

1. Name and contact details of data controller and company data protection officer

The data controller is FWTM Freiburg Wirtschaft Touristik und Messe GmbH & Co. KG, represented by its managing directors, Hanna Böhme and Daniel Strowitzki.

The data controller can be reached as follows:
 Address: Neuer Messplatz 3, 79108 Freiburg
 Telephone: +49 (0)761 3881-3101/-1101
 Fax: +49 (0)761 3881-3127
 Email: messe.freiburg@fwtm.de
 Website: www.fwtm.freiburg.de

The data protection officer for FWTM Freiburg Wirtschaft Touristik und Messe GmbH & Co. KG is our certified data protection officer and attorney, Marc E. Evers.

Our data protection officer can be reached as follows:

Address: Weilerstr. 9, 79252 Stegen
 Email: datenschutz@datasekure.de

2. Collection and retention of personal data, and nature and purpose of the use of these data

a. Collection of data in connection with event registration

When you or your company register with us for an event, we collect the following information:

- company data (company name, address, tax numbers etc., as well as other information regarding the implementation of the event)
- personal data (title, name, email address, telephone number) of managing directors, heads of sales and marketing, officers, contacts.

This data is collected to enable us to:

- identify you as one of our exhibitors;
- provide appropriate services for you;
- contact you;
- invoice you;
- process any liability claims or assert any claims against you.

Your data are processed at your request; in accordance with Article 6 para. 1 sentence 1 (b) GDPR, this processing is necessary for the aforementioned purposes in order to ensure adequate organization of the event and the mutual fulfillment of obligations.

The personal data collected by us will be retained until the end of the statutory retention period, after which they will be deleted, unless we are obliged to retain the data for longer in accordance with Article 6 para. 1 sentence 1 (c) GDPR due to retention and documentation duties arising from tax or commercial law (the German Commercial Code HGB, German Criminal Code StGB or Fiscal Code of Germany AO), or unless you have given your consent to retention beyond this period in accordance with Article 6 para. 1 sentence 1 (a) GDPR.

The contact person who enters personal data of other participants/participants is independently responsible for ensuring that there is a sufficient legal basis according to Art. 6 GDPR and accordingly permission from the persons entered.

b. Use of data in connection with subscriptions to our email newsletter

When you subscribe to our newsletter, we will use the data which are necessary for this purpose or have been shared separately by you to regularly send you our email newsletter in accordance with your consent in accordance with Article 6 para. 1 sentence 1 (a.) GDPR. You can unsubscribe from our newsletter at any time, either by sending us a message using the contact details given above, or by clicking on the "unsubscribe" link in the newsletter. After unsubscribing we delete your e-mail address, as far as you have not expressly consented to a further use of your data or we reserve the right to further data use, which is permitted by law and about which we inform you in this statement.

c. Use of data for email advertising in the absence of a newsletter subscription, and your right to object

If we have obtained your email address in connection with the sale of a product or service and you have not objected, we reserve the right to regularly send you offers via email concerning products from our range which are similar to the item previously purchased. You can object to this use of your email address at any time by sending us a message using the contact details given above, or by clicking on the link provided for this purpose in the advertising email, without incurring any costs other than the transmission costs according to the basic rates. This serves to safeguard our legitimate interests, which are predominantly justified in the context of a weighing up of interests, in a promotional approach by our customers in accordance with Art. 6 para. 1 sentence 1 (f) GDPR.

d. Use of data for postal advertising, and your right to object

Furthermore, we reserve the right to retain your name and surname, your postal address and – provided that we have received this additional information from you as part of the contractual relationship – your title, academic qualifications and professional title, industry description or trade name in databases or compiled lists, and to use this information for our own advertising purposes, for example to send interesting offers and information about our products by post. You can object to the retention and use of your data for these purposes at any time by sending us a message using the contact details given above. This serves to safeguard our legitimate interests, which are predominantly justified in the context of a weighing up of interests, in a promotional approach by our customers in accordance with Art. 6 para. 1 sentence 1 (f) GDPR.

e. Collection of images or videos of individuals at events

Photos and videos are taken during events held in the rooms and open spaces used by Freiburg Wirtschaft Touristik und Messe GmbH & Co. KG. As such, photos or videos may be taken in which individual visitors or organisers can be recognised. These photos and videos are collected for the purpose of presenting the events in brochures and press reports and on social media channels and FWTM websites.

This serves the purposes of our legitimate and, on balance, overriding interests in depicting the event for advertising purposes and in addressing our customers pursuant to Article 6 para. 1 sentence 1 (f) GDPR. We never use the data collected for the purpose of drawing conclusions about you.

You can find further explanations of your rights regarding photo and video recordings under point 5. of this Privacy Policy.

3. Transfer of data to third parties

We will not transfer your personal data to third parties for any purposes other than those listed below.

Insofar as this is required in accordance with Article 6 para. 1 sentence 1 (b) GDPR for the organization of the event with you or for the protection of legitimate interests according to Art. 6 para. 1 s. 1 lit f GDPR or we are legally obliged to do so according to Art. 6 para. 1 s. 1 lit c GDPR, your personal data will be transferred to third parties. This includes, in particular, the processing by service providers employed by us, the transfer of these data to co-organisers and their representatives, as well as to companies or their representatives in the following fields:

- 1) Stand construction, service, technology, fittings
- 2) Ticketing, Registration
- 3) The media/publishers/communications/the internet
- 4) Authorities and other groups

These third parties may only use the transferred data for the purposes stated. Furthermore, we have - to the extent required by law - concluded a commissioned processing agreement with all of our service providers pursuant to Art. 28 GDPR and a joint data processing agreement with our co-organizer Solar Promotion GmbH pursuant to Art. 26 DGDPR (for more details, see below). As part of these contracts, our service providers as well as Solar Promotion GmbH are also regularly audited by our data protection officer.

4. Rights of data subjects

You have the right:

- to withdraw the consent once given to us at any time, in accordance with Article 7 para. 3 GDPR. This means that we will not be allowed to continue the data processing for which the consent was originally given;
- to request information about your personal data which are processed by us, in accordance with Article 15 GDPR. In particular, you may request information about the processing purposes, the category of personal data, the categories of recipients to whom your data have been or are disclosed, the planned retention period, the existence of a right to correction, erasure, restriction of processing or objection, the existence of a right to make a complaint, the origin of your data, if they were not collected by us, and the existence of automated decision-making including profiling and any significant information regarding details of this;
- to request the immediate correction or completion of your personal data which are stored by us, in accordance with Article 16 GDPR;
- to request the erasure of your personal data which are stored by us, in accordance with Article 17 GDPR, insofar as the processing of these data is not required in order to exercise the right to freedom of expression and information, in order to fulfill a legal obligation, for reasons of public interest or in order to establish, exercise or defend legal claims;
- to request a restriction on the processing of your personal data, in accordance with Article 18 GDPR, insofar as you contest the accuracy of the data, the processing of the data is unlawful but you oppose their erasure and we no longer require the data but you require them for the establishment, exercise or defense of legal claims, or you have filed an objection against the processing of the data in accordance with Article 21 GDPR;
- to receive the personal data which you have provided to us, in a structured, commonly used and machine-readable format, or to request the transmission of these data to another controller, in accordance with Article 20 GDPR, and
- to lodge a complaint with a supervisory authority in accordance with Article 77 GDPR. As a general rule, you may lodge a complaint with the supervisory authority with jurisdiction over your habitual residence or place of work.

5. Right to object

Provided that your personal data are being processed on the basis of legitimate interests in accordance with Article 6 para. 1 sentence 1 (f) GDPR, you have the right to object to the processing of your personal data, in accordance with Article 21 GDPR, provided that there are reasons for this resulting from your particular situation.

To use your right to object, simply send an email to the address shown above.



INFORMATION ON THE JOINT RESPONSIBILITY PURSUANT TO ART. 26 PARA. 2 SENTENCE 2 OF THE GENERAL DATA PROTECTION REGULATION (GDPR)

Information on the joint responsibility of Solar Promotion GmbH, Kiehnlestr. 16, 75172 Pforzheim, Germany – hereinafter referred to as "SP" – and Freiburg Wirtschaft Touristik und Messe GmbH & Co. KG, Rathausgasse 33, 79108 Freiburg, Germany – hereinafter referred to as "FWTM" – pursuant to Art. 26 Para. 2 Sentence 2 of the General Data Protection Regulation (GDPR)

What is the reason for this joint responsibility?

The parties work together on the organization of exhibitions, conferences and other events on the basis of multiple cooperation agreements. The purpose of the parties' cooperation is the collaborative organization of events.

For the events

- Intersolar Europe
- EM-Power Europe
- Power2Drive Europe
- ees Europe
- The smarter E Europe
- GETEC
- Klimaneutrale Kommunen

(hereinafter jointly referred to as "Events")

SP and FWTM act as close collaboration partners. The parties have agreed on a division of the responsibility for data processing into different domains.

How are personal data processed and by whom?

(1) SP is the primary manager of the CRM system, where contact details of event visitors (hereinafter referred to as "Visitors") are processed.

(2) FWTM is the primary manager of the "exhibitor system," where contact details of event exhibitors (hereinafter referred to as "Exhibitors") are processed.

What have the parties agreed?

Within the scope of their joint responsibility under data protection law, SP and FWTM have agreed which party is to fulfill which obligations pursuant to the GDPR. This relates in particular to ensuring the rights of the data subjects and meeting the requirements to provide information pursuant to Articles 13 and 14 GDPR.

The responsibilities are divided between the parties in accordance with the parties' respective domains (hereinafter referred to as "Domains") as defined in [Appendix 1 et seq.](#), i.e. each party is responsible for the tasks described in [Appendix 1 et seq.](#) / for the relevant processing activities up to any handover points stated.

What impact does this have on data subjects?

Notwithstanding their joint responsibility, the parties shall fulfill the data protection obligations in accordance with their respective competences for the individual Domains as follows:

- Within the scope of the parties' joint responsibility, FWTM is responsible for ensuring the rights of data subjects pursuant to Art. 7 Para. 3, 15, 16, 17, 18, 20, 21 GDPR with regard to Exhibitors and its own suppliers. In all other cases (for Visitors and conference attendees, potential Exhibitors, speakers and its own suppliers), SP is responsible for ensuring the rights of data subjects pursuant to Art. 7 Para. 3, 15, 16, 17, 18, 20, 21 GDPR.
- SP and FWTM shall provide the data subjects in their respective Domains of responsibility with the necessary information pursuant to Art. 13 and 14 GDPR in a precise, transparent, understandable and easily accessible form and in clear and simple language at no cost to the data subjects.
- Rights pertaining to data protection should primarily be asserted with the party that is responsible for the relevant Domain pursuant to the agreement on joint responsibility.
- If a data subject asserts one of his or her rights with one of the parties within the scope of the parties' joint responsibility, this party shall forward the claim to the other party without delay insofar as the data subject's claim concerns processing conducted by said other party.
- Data subjects shall receive a reply from the body that is responsible for the relevant Domain pursuant to the agreement on joint responsibility.

Appendix 1: Cooperation regarding the data of Visitors and conference participants as well as potential Visitors and conference participants

Shared purposes of data processing:

- Sale of (online) tickets to Visitors ("print@home")
- Organization of exhibitions, conferences (workshops, seminars, presentations, etc.)
- Customer service including complaint handling
- Collection of invoiced sums and enforcement of legal claims
- Marketing and advertising, market research
- On-site sale of event tickets at ticket machines ("terminals")
- Ticket checks at exhibition events
- Collection and evaluation of Visitor profiles (areas of interest, occupational status, etc.)

Shared resources for data processing:

- Online ticket shop www.messe-ticket.de/INTERSOLAR
- CRM system
- Reservix (for GETEC)

Data subjects:

- Event Visitors including conference participants and members of the press
- Speakers (conferences only)
- Potential clients

Roles and tasks of SP:

- Ticket sales
- Setup and maintenance of a CRM system
- Visitor advertising

Roles and tasks of FWTM:

- Technical registration of Visitors, setup of ticket shop at www.messe-ticket.de/INTERSOLAR
- Lead tracking (if applicable and with customer consent)
- Ticket sales for GETEC

Appendix 2: Cooperation regarding the data of Exhibitors and sponsors

Shared purposes of data processing:

- Organization of the exhibition
- Rental of (exhibition) booth space
- Customer service including Exhibitor support and complaint handling
- Advertising and marketing
- Information on and sale of additional exhibition participation offers (sponsorship, catalogs, award entries, presentations at conferences and as part of the accompanying program, etc.)

Shared resources for data processing:

- ERP system
- CRM system
- Registration system
- Content management system

Data subjects:

- Employees of the exhibiting companies including media partners and sponsors
- External points of contact for the exhibiting companies (e.g. employees of agencies)
- Potential Exhibitors

Roles and tasks of SP:

- Exhibitor support (customer service) regarding sales and marketing
- Exhibitor data management
- Advertising to Exhibitors (for FWTM exhibitions, insofar as this is allowed by Section 7 of the German Act against Unfair Competition, UWG)
- Newsletters with information on the content and organization of events

Roles and tasks of FWTM:

- Collection, modification (if necessary) and management of Exhibitor data, in particular via the creation of registration documents and online ordering systems for Exhibitors
- Exhibitor support with regard to (exhibition) equipment and logistics, organization
- Exhibitor registration
- Information provision and support for the Exhibitors and their points of contact with regard to the online store (<https://cockpit.thesmartere.de>)
- Newsletters with information on the content and organization of events

Appendix 3: Websites for joint exhibitions such as Intersolar Europe, ees Europe, Power2Drive Europe and EM-Power Europe

Shared purposes of data processing:

- Maintenance of a uniform website appearance and uniform offers and information for (potential) event Visitors and (potential) Exhibitors
- Provision of and links to company and third-party offers in conjunction with the events (ticket shop, cockpit, newsletter registration, Messe München, etc.)

Shared resources for data processing:

Websites:

- Solar Promotion GmbH
- www.TheSmarterE.de
- www.intersolar.de
- www.ees-europe.com
- www.PowerToDrive.de
- www.EM-Power.eu

FWTM

- www.getec-freiburg.de

Data subjects:

- Website Visitors

Roles and tasks of SP:

- Website design, creation and maintenance, query handling
- Selection of CMS and assignment of access rights
- Analysis of user behavior, e.g. via the use of cookies

Roles and tasks of FWTM:

- Maintenance of the website subsections "Travel services," "Logistics" and "Technics"
- Query handling