

Special Terms of Participation (B)

The General Terms and Conditions of Participation A and the Technical Guidelines of Messe München GmbH shall apply, insofar as the present Special Terms of Participation do not contain any provisions in derogation thereof.

Duration:

Monday, 5 to Wednesday, October 7, 2020

Opening hours visitors:

Monday to Tuesday 09:00 – 19:00
Wednesday 09:00 – 16:00

Opening hours exhibitors:

Monday to Tuesday 07:30 – 19:00
Wednesday 07:30 – 16:00

Organizer and financing body:

Messe München GmbH
Messegelände
81823 München
Germany

Tel. +49 89 949-11608
Fax +49 89 949-20439
exhibitor@exporeal.net
www.exporeal.net

All prices indicated below are net and subject to applicable value-added tax.

B 1 Application

Applications must be filled out online at www.exporeal.net. No written applications will be accepted. They cannot be processed.

Deadline for applications is Friday, March 20, 2020.

B 2 Eligibility

Admissible as exhibitors are German and international business enterprises and entities whose objects of business conform to the index of products and services defined below. Messe München GmbH reserves the right to expand

the range of eligible exhibitors. Messe München GmbH trade fair organizer has the final decision on admission and allocation of desired stand size/location.

B 3 Participation fee, advance payment for services (cf. A 7)

The net participation fees per m² space are:

The minimum stand size is **20 m²**

Row stand (1 side open) **EUR 535**
starting at **20 m²**

Corner stand (2 sides open) **EUR 565**
starting at **70 m²**

End stand (3 sides open) **EUR 630**
starting at **120 m² to 140 m²**, depending on the layout planning situation

Island stand (4 sides open) **EUR 650**
starting at **250 m²**

Two-story stand construction

On two-story constructions, the upper floor space is charged at **50%** of the respective ground floor rate. Two-story stand constructions will only be permitted with the prior approval of Messe München GmbH.

The participation fee covers the stand space rental and moreover comprises extensive services provided by Messe München GmbH, which include in particular: advice on stand planning, advice on the technical conditions and requirements regarding stand design, advice on setting up and dismantling the stand, concept and public relations work for the fair, visitor marketing and visitor acquisition for the fair, preparation and organization of trade-fair related opening events, press conferences, presentations and exhibitor evenings, insofar as these are organized by Messe München GmbH, the preparation and implementation of forums and special shows, insofar as these are organized by Messe München GmbH or third parties on behalf of Messe München GmbH, the provision of exhibitor passes for authorized persons in accordance with clause B 11 "Exhibitor passes," the provision of ticket vouchers for visitors in accordance with clause B 15 "Online vouchers," the provision of advertising media, the lighting, heating and air-conditioning of all the exhibition spaces, basic guard service for the event site, regular cleaning of general areas, the provision of loudspeaker systems used for informing visitors to the fair, and other visitor information systems including signage, the provision of visitor lounges, meeting rooms and catering facilities for exhibitors, visitors and the press within the exhibition premises, the deployment of first-aid operatives as well as traffic routing to and within the event site.

Mandatory communication fee

Exhibitors will be charged a mandatory communication fee amounting to **EUR 690**. This fee includes the basic entry in the exhibition directories (print, online and mobile) as outlined in clause B 10 Media Services (Exhibition directories: print, online and mobile). Your online application as main or co-exhibitor must be submitted and received by us no later than June 17, 2020 (23:59). This is a condition for the release of the mandatory communication fee and related listing of your company basic entry in the printed directories, e.g. EXPO REAL Guide. Only then is it possible to approve the company basic entry by July 17, 2020. Company basic entries for exhibitors whose online applications are received on or after June 18, 2020 can only be released and listed online and in the mobile exhibitor directories. These exhibitors will therefore only receive their access data to the Exhibitor Shop—which is also the EXPO REAL Media Services catalog shop and required for the release of entries—starting July 24, 2020. In the context of this release process, you will also be asked for the company name you wish to be printed on the EXPO REAL exhibition directories.

The mandatory communication fee amounts to **EUR 690** per exhibitor and stand space/participation, irrespective of the date of receipt of your registration. It will be invoiced for main exhibitors as part of the admission invoice in June 2020, for co-exhibitors as part of the final invoice in November 2020. The communication fee for co-exhibitors will generally be invoiced to the main exhibitor. The communication fee includes the listing of the basic details of the registered exhibitor representatives in all trade show directories. Exhibitors can book other entries in the respective advertising media for extra charges. Prices for the additional listing and advertising opportunities, provided by the contracted media services partner, can be accessed through the Exhibitor Shop.

Special Terms of Participation (B)

The General Terms and Conditions of Participation A and the Technical Guidelines of Messe München GmbH shall apply, insofar as the present Special Terms of Participation do not contain any provisions in derogation thereof.

Cont. B 3 Participation fee, advance payment for services (cf. A 7)

Advance payment

The advance payment required for services to be ordered by the exhibitor (cf. A 7) is

up to 69 m ² stand space	EUR 80
up to 119 m ² stand space	EUR 140
as from 120 m ² stand space	EUR 250

In the final invoice, the advance payment will be offset against the services actually ordered by the exhibitor.

Notwithstanding the above regulation, Messe München GmbH is entitled to demand payment of an advance service charge equivalent to the amount that is likely to be incurred for EXPO REAL 2020, whereby the amount incurred by way of service charge for EXPO REAL 2019 will be one of the factors used to determine the advance payment for 2020.

After having received the application form, Messe München GmbH is entitled to demand the remittance of a down payment amounting to 100% of the invoice amount that Messe München would be entitled to demand if the exhibitor were admitted to EXPO REAL with the requested stand space. Messe München GmbH issues an invoice for the down payment amount. Messe München GmbH is entitled to refrain from processing the application until such time as the down payment has been received.

B 4 Co-exhibitors

All companies represented on the exhibitor's stand with their own logo must be registered as co-exhibitors. Participation is, however, subject to Messe München GmbH's prior authorization. Permission to participate may be granted only if the co-exhibitor would also be eligible to participate as an exhibitor. Exhibitors who wish to display company logos on their stand as customer references must clearly identify these as such and visualize them accordingly to avoid potential confusion with co-exhibitors.

Only such companies may be admitted as exhibitors or co-exhibitors to EXPO REAL that are classifiable under at least one of the exhibition sectors listed in the product index and whose product or service range corresponds to at least one of the categories listed in these exhibition sectors (see definition of exhibition sectors).

The presentation of companies eligible as EXPO REAL exhibitors, their products or services or their logos on exhibition stands is only permitted if these companies have been registered and admitted to EXPO REAL as exhibitors or co-exhibitors.

Participation as co-exhibitor is subject to a mandatory co-exhibitor charge.

If the application of the respective co-exhibitor is received by Messe München GmbH until June 17, 2020, the mandatory co-exhibitor registration fee amounts to EUR 700 per co-exhibitor. For co-exhibitor registrations received by Messe München GmbH as of June 18 until August 21, 2020, the mandatory co-exhibitor registration fee amounts to EUR 850 per co-exhibitor. All co-exhibitor registrations submitted to Messe München GmbH as of August 22, 2020 until September 14, 2020 will be charged at a rate of EUR 1,200 per co-exhibitor. Registrations received after September 15, 2020 cannot be accepted.

AUMA charge

The German Council of Trade Fairs and Exhibitions (AUMA) levies a charge of EUR 0.60/m² of rented exhibition space. This amount is charged by Messe München GmbH and transferred directly to AUMA.

Fixed waste-disposal fee

The mandatory, flat-rate waste disposal fee in the amount of EUR 8/m² is to cover the disposal of all waste generated at the exhibitor's booth during setup and dismantling and throughout the duration of the trade fair.

Two-story stand construction

For two-story stand constructions, the mandatory waste disposal charge in the amount of EUR 8 will also be charged for the covered upper floor area per m² and invoiced with the final invoice.

The disposal of production waste, entire stand elements and complete exhibition stands is not covered by this fee.

The mandatory communication fee in the amount of EUR 690 will also be charged for all co-exhibitors. Co-exhibitors who register after June 17, 2020 will only be listed in the online and mobile directories. The mandatory communication fee for each co-exhibitor includes the same services as for the main exhibitor (cf. B 3). The mandatory communication fee and the co-exhibitor registration fee will always be invoiced to the main exhibitor, even if the option to invoice the co-exhibitor for all other fees incurred is exercised.

If a co-exhibitor application received by Messe München GmbH is subsequently canceled, Messe München GmbH is entitled to charge a cancellation fee of EUR 50.

Note

In order for co-exhibitors to apply, the main exhibitor—after submitting his main exhibitor application—should send a link (co-exhibitor URL) to the proposed co-exhibitor(s). Co-exhibitors can use this co-exhibitor URL to submit an online application for the exhibition space registered by the main exhibitor.

All important information is also available in our online-registration user guide on our website at www.exporeal.net/application.

For each co-exhibitor without Messe München GmbH admission Messe München GmbH is entitled to demand a penalty charge of EUR 4,500 from the exhibitor. Furthermore, Messe München GmbH may demand that co-exhibitors without Messe München GmbH admission vacate the stand. Should the exhibitor fail to comply with Messe München GmbH's vacation demand without delay, Messe München GmbH has the right of extraordinary cancellation in respect of the contractual relationship between Messe München GmbH and the exhibitor.

Special Terms of Participation (B)

The General Terms and Conditions of Participation A and the Technical Guidelines of Messe München GmbH shall apply, insofar as the present Special Terms of Participation do not contain any provisions in derogation thereof.

B 5 Terms of payment (cf. A 7)

The amounts invoiced in all invoices issued by Messe München GmbH in connection with the event are to be transferred in euros, without deductions and free of all charges to one of the accounts specified in the respective invoice, indicating the customer number. Alternatively, the admission invoice may also be settled by credit card. Any fees for credit card payments will be charged to the exhibitor. The times of payment specified in the invoices are binding and are to be complied with. Prior payment of the invoiced amounts is a condition for access to the exhibition area, the basic entry in the exhibition directories (print, online and mobile) and the provision of exhibitor passes.

Unfortunately, value-added tax legislation prevents Messe München GmbH from issuing or re-addressing invoices to an addressee other than the exhibitor on whose behalf Messe München GmbH has or will render services as its contracting party. Messe München GmbH is only allowed to issue invoices

to its contracting party. Please note that the final invoice can only be made out to the billing and business address given on the application form, respectively the address that was used for the admission invoice. Otherwise, any advance payment made cannot be offset against the payment due for the services actually provided. Should the exhibitor wish to have an invoice changed or reissued because the name, legal form or address of the invoice recipient has changed, the exhibitor is bound to pay Messe München GmbH a fee of **EUR 150** for each invoice amendment, by way of derogation from the provision set out in A 7 of the General Terms of Participation, unless the details included in the original invoice in respect of the name, legal form or address of the invoice recipient were incorrect and Messe München GmbH was responsible for the incorrect details. The invoices for all additional costs (e.g. lettering, technical services, electricity) will be sent to the exhibitor after the end of the event; they are to be paid by him immediately upon receipt.

B 6 Dates of setting up and dismantling (cf. A 15)

Early setup (against extra charge)

An earlier setup of stand (against extra charge) is possible as of September 27, 2020. Approval for early stand setup will only be granted to exhibitors with stand space from **100 m²** or for two-story structures.

Please note that the extra charges will be invoiced to the respective exhibitor. Charging to the stand-building company is not possible.

Messe München GmbH can accept and execute orders from exhibitors during the early move-in period on work-days only from 08:00 to 18:00.

3 days advanced setup	EUR 2,880 per stand/exhibitor
2 days advanced setup	EUR 1,860 per stand/exhibitor
1 day advanced setup	EUR 980 per stand/exhibitor

During early stand setup, waiting times may occur. Booking of early setup does not entitle the exhibitor to any claims.

Setup

as of September 30, 2020, 08:00 through October 4, 2020, 18:00

You can find more information on logistics during setup and dismantling in the traffic guide. This is expected to be available from August 2020.

On the last day of setup, October 4, 2020, all delivery and stand-construction vehicles must be removed from the halls and the outdoor exhibition area by 18:00 at the latest. Vehicles which are still in the halls or the outdoor exhibition

area after this time will be removed by Messe München GmbH at the risk and expense of the respective exhibitor. Furbishing work and decoration in the exhibitor's own stand space is possible until 20:00.

An extension of the setup time is permissible only in exceptional cases and with the prior written consent of Messe München GmbH, Technical Exhibition Services Division. Should an exhibitor or a designated third-party move in early without prior approval, Messe München GmbH is entitled to charge the exhibitor flat-rate compensation at double the amount Messe München GmbH would have charged for granting authorization.

Dismantling

as of October 7, 2020, 16:00 through October 9, 2020, 18:00

Access to the fairgrounds for stand construction firms and delivery vehicles on October 7, 2020 no earlier than 17:00.

Note

Please take into account that during setup and dismantling, many booth builders and forwarding companies will be active on site. Unfortunately, thefts do occasionally occur during this time. We therefore recommend to check and secure all devices installed on the stand or any stored materials.

Our tip: List these items in your handover protocol of the booth builder or security firm you have commissioned and make an appointment to arrange a return of the items.

Special Terms of Participation (B)

The General Terms and Conditions of Participation A and the Technical Guidelines of Messe München GmbH shall apply, insofar as the present Special Terms of Participation do not contain any provisions in derogation thereof.

B 7 Stand design and equipment

When submitting his/her application as main exhibitor to EXPO REAL, the exhibitor is to indicate whether a two-story stand construction is desired. Two-story standbuilding is not permitted without the prior consent of Messe München GmbH's EXPO REAL Exhibition Management.

Dimensioned stand drawings with layout plan and elevations on a scale of 1:100 are required if stand construction plans include two-story stands and/or stands of 100 m² or larger. The required documents should be submitted in duplicate to Messe München GmbH's Technical Exhibition Services Division for approval no later than August 27, 2020.

In the event of late submission, late charges may apply.

Halls, general

One-story construction

The maximum construction height is **6 m**. The maximum advertising height (upper edge) is **7.50 m**.

Two-story construction

The maximum construction height is **6 m**. The maximum advertising height (upper edge) is **7.50 m**.

In addition, the maximum construction height (clearance) alongside the hall walls must be observed (see description of halls and outdoor exhibition grounds).

To maintain EXPO REAL's character as a communications platform and work exhibition, exhibitors must make sure that their stands have an open design. Messe München GmbH is entitled to prescribe changes in stand design in this context. Stand designs can only be approved if the open sides of the stand have a uniformly open design. Erecting closed walls is permitted, provided they do not take up more than **70%** of the stand side in question, and completely closed walls may be no more than **6 m** in length. A closed length of wall measuring **6 m** must be followed by an opening at least **2 m** wide. This ruling does not apply if the wall concerned is set back from the stand perimeter by at least **2 m**. Messe München GmbH reserves the right to permit exceptions to these guidelines in individual, well-founded cases. The rear side of the walls of your stand above a height of **2.50 m** must be of a neutral design, white, smooth and clean. Only such materials as are opaque and impervious to light are permitted for this purpose (no textiles). Advertising hoardings that extend

above the walls of the stand must be at least **2 m** away from the immediately adjacent stand. Advertising may not feature flashing or alternating lights. It is not permitted to extend the stand design over the aisles. Messe München GmbH reserves the right to allow exceptions to this ruling in individual, well-founded cases, whereby the only permissible exception is the laying of different colored carpeting. Platforms are not permitted under any circumstances.

The above exemptions from planning approval by Messe München GmbH will not apply if the exhibition stand design includes the installation or assembly of LED screens, LED walls, or other LED illuminants.

Any stand concepts in non-compliance with the aforementioned requirements are to be submitted in duplicate for approval to Messe München GmbH's Technical Exhibition Services Division (TAS 3), containing to-scale stand design plans (ground plan, elevations and sectional drawings) no later than **August 27, 2020**. If items are to be suspended from the hall ceiling, the work involved must be carried out by Messe München GmbH's contractors. Nails may be inserted only in the built-in nailing battens. The use of staple guns is strictly forbidden for safety reasons. The placing of motor vehicles of any kind on the stand area for exhibition or decorative purposes is prohibited and is permissible only in exceptional cases on the prior written consent of the Exhibition Management. The exhibition of motor vehicles is subject to regulations 4.4.1.2. "Motor vehicle as exhibits" of the Technical Guidelines. Vehicles presented at a trade fair stand must be disconnected from the battery after positioning and their tank contents must be reduced to the required amount for entering and exiting the hall. The staff of the technical exhibition services team reserve the right of on-site inspection during setup. Moreover, multi-story stands and special constructions (such as bridges, stairs, cantilever roofs, galleries, etc.) are as a general rule subject to separate approval. Please consult the "Building Regulations" set out in form 1.3 for further information. **Please note under all circumstances the requirements set out in the Technical Guidelines and the information included in the individual notices.** The respective exhibitor services order forms for further processing and additional stand services will be made available to you in due time.

B 8 Technical installations

Orders for technical services as outlined in the Technical Guidelines, such as the provision of electricity and water supply for the stand, as well as telecommunication services can only be accepted if they are placed through the Exhibitor Shop of Messe München GmbH until August 27, 2020 the latest. The specific terms of delivery that apply to all orders can be accessed in the Exhibitor Shop.

All technical services are to be ordered from Messe München GmbH only.

Telecommunication services (connected by wire or wireless) will be provided by Messe München GmbH. Exhibitors own WiFi networks are notifiable with costs, we need the registration form latest 14 days before the exhibition starts.

Please note not to allow the function of Messe München's inhouse hotspot. Your SSID must not be reachable outside your stand, the WiFi channel will be allocated by Messe München. Please note our general connecting conditions. Orders require Messe München GmbH's acceptance, which may be given tacitly, e.g. by providing the items or services ordered. The exhibitor is entitled to cancel an order for an item or service in full or in part if Messe München GmbH receives the cancellation at least one week before the official date of setup. In all other cases, the contract can be cancelled only with Messe München GmbH's written consent.

B 9 Use of equipment

Only cranes, fork-lift trucks and working platforms may be used that have been provided by the Messe München GmbH service partners responsible. In

special cases, permission must be obtained from Messe München GmbH's Technical Exhibition Services Division.

Special Terms of Participation (B)

The General Terms and Conditions of Participation A and the Technical Guidelines of Messe München GmbH shall apply, insofar as the present Special Terms of Participation do not contain any provisions in derogation thereof.

B 10 Media Services (Exhibition directories: print, online and mobile)

The basic entry includes the company name, place, hall and stand number plus company webpage, entry in exhibition directories of EXPO REAL—classified alphabetically, by country and industry—as well as the listing in the EXPO REAL product and services index is subject to a charge (cf. B 3 Mandatory communication fee). Further media services, provided by the contracted media services partner, can be accessed through the Exhibitor Shop. The media services partner processes these other entry options with the applicant in its own name and on its own account. Messe München GmbH assumes no responsibility for the accuracy and completeness of exhibition directories (print, online and mobile).

Exhibitors and co-exhibitors will be listed in the exhibition directories under the company name and invoicing address given in the application form. If exhibitors or co-exhibitors would like to be listed in the trade exhibition directories under a company name other than that given in the application form, this will need to be approved in advance by EXPO REAL Exhibition Management. In any case, the new company name must belong to the same branch of industry (= exhibition sectors) as the one that was provided in the application form. The exhibitor is solely responsible for the permissibility under law—and particularly the law on competition—of entries placed in the exhibitor directories (print,

online and mobile) of Messe München GmbH at the instigation of the exhibitor. Should third parties assert claims against Messe München GmbH on account of the impermissibility of the entries under law in general or the law on competition, the placer of the entries shall hold Messe München GmbH fully safeguarded against all claims asserted including all costs of any necessary legal defense on the part of Messe München GmbH. The same applies to entries from exhibitors and co-exhibitors that the respective exhibitor has arranged in the Messe München GmbH directories (print, online and mobile).

The official media services partner for this trade fair is:

EXPO REAL Media Services
jl.medien e.K.
Inselkammerstraße 5
82008 Unterhaching
Germany
Tel. +49 89 666166-54
Fax +49 89 666166-55
info@jl-medien.de

B 11 Exhibitor passes

For the duration of the fair, each exhibitor receives a specific number of free exhibitor passes for their stand:

In the halls

4 Print@home exhibitor ticket(s) for stands of up to **20 m²** (floor space)
1 additional Print@home exhibitor ticket(s) for every further **10 m²** (floor space) or part thereof

Considered as stand space is only the area for which the exhibitor has been admitted as per the General and Special Terms of Participation, and on which the exhibitor presents products and services in accordance with the EXPO REAL product index. Spaces that do not come under the above definition are special areas and are not subject to the services included with stand space (such as exhibitor passes). Additional exhibitor passes can be ordered via the Exhibitor Shop at a charge of **EUR 350** prior to the show. Exhibitor passes cannot be obtained on site. The exhibitor passes are intended for stand staff only or for service personnel hired for the duration of the show, who are not

employees of a Messe München service partner. In case of abuse, Messe München GmbH is entitled to withdraw the exhibitor passes. The company name—valid and binding for all tickets—can be laid down in the ordering system once only, before placing the first order for a ticket. A subsequent change to the company name can only be made if the official name of the exhibitor has changed, and then it also applies to all tickets. Please note that spot checks will be made in the EXPO REAL admission area. An exhibitor pass is valid only in conjunction with a photo ID.

The exhibitor passes does NOT entitle you to free use of local public transport (MVG—Munich Transport and Tariff Association). Tickets for the use of the local public transport system (MVG) can be ordered at a later point in the Exhibitor Shop of Messe München. Please note the minimum order conditions here. If exhibitor representatives accidentally purchase a visitor ticket instead of a exhibitor passes, these may be cancelled on payment of an administrative fee of **EUR 50** per ticket. The exhibitor can then order exhibitor passes via the Exhibitor Shop. Exhibitors will only be charged for those exhibitor passes which have actually been used and logged at the turnstiles.

B 12 Circulars

Once the stands have been allocated, exhibitors will be informed via the trade fair newsletter of further details concerning preparation and implementation of the trade show.

B 13 Noise, sound effects, visual impact

Demonstrations of video (incl. LED screens), music, stage shows etc. during the event (see opening hours) require the prior approval of Messe München GmbH's Technical Exhibition Services Division and must be notified no later than August 27, 2020. These presentations are to be conducted in such a way that neither visitors nor other exhibitors are disturbed or adversely affected. Accordingly, loudspeakers and other acoustic amplifiers/sound systems must be focused on the exhibition stand and may not resound on neighboring stands or aisles. The maximum permitted noise level for performances may not exceed **60 dB (A)** at the stand perimeter (in deviation from the General Terms

of Participation A 5.9). When installing loudspeakers in the stand area, care must be taken to ensure that they are directed into the stand area and not at the surrounding exhibition aisles. Messe München GmbH reserves the right to limit or prohibit demonstrations of any kind—irrespective of previous authorization—causing noise, optical disturbances or representing a hazard or impairment to the event and especially to event participants for any other reason. The relevant statutory provisions must be observed.

Special Terms of Participation (B)

The General Terms and Conditions of Participation A and the Technical Guidelines of Messe München GmbH shall apply, insofar as the present Special Terms of Participation do not contain any provisions in derogation thereof.

B 14 LED screens, LED walls and other LED lamps

If the stand design provides for the operation of LED screens, LED walls or other LED lamps, it is subject to authorization acc. to clause B 7. In the interest of all exhibitors and visitors, the immissions resulting from these systems are to be designed in such way that they do not cause glare beyond the stand perimeter of the exhibitor using them, and do not negatively affect the appearance of adjacent exhibition stands.

Messe München GmbH reserves the right—irrespective of previous authorization—to prohibit the installation of systems equipped with LEDs, or demand their shut-down, if they are causing glare beyond the perimeter of the exhibitor's stand and/or negatively affecting the appearance of adjacent exhibition stands.

B 15 Online vouchers

Exhibitors and co-exhibitors have the opportunity to order online vouchers via the Exhibitor Shop. Only those online vouchers that are actually redeemed are invoiced to the exhibitor, respectively co-exhibitor—at the special discount price of **EUR 350**. The online vouchers are valid for the entire duration of the exposition; it is not permitted to sell online vouchers to third parties; any redeemed online vouchers which have been sold will be charged to the exhibitor/co-exhibitor at the full price of a multiple-entry visitor's ticket. Online vouchers are subject to the same opening hours as visitor tickets. It is prohibited to either sell or pass on free of charge online-ticket numbers and/or visitor

tickets thus acquired by beneficiaries authorized by the exhibitor. A person authorized by the exhibitor is only who has explicitly been provided online voucher numbers by the exhibitor. If the exhibitor or co-exhibitor sells online ticket vouchers, Messe München GmbH is entitled to cancel the order without notice and refuse to issue online vouchers already ordered, or to revoke visitor tickets obtained with the respective online voucher numbers. The exhibitor ensures that his co-exhibitors acknowledge the above provisions. Furthermore, for visitor tickets acquired with online voucher numbers, the terms for exhibitor passes referred to under B 11 apply analogously.

B 16 Photo, film and video shooting (cf. A 10)

Only persons authorized by Messe München GmbH and in possession of a valid permit may film, photograph, or make sketches or video recordings inside the exhibition venue.

Under no circumstances may photographic or other images or recordings be made of other exhibitors' stands.

Professional photo and film recordings of your own booth during the event period are subject to authorization by Messe München.

The permit is subject to a charge of **EUR 50** per day/exhibitor and stand. During show opening hours, the photo/film crew must also carry valid exhibitor tickets to be admitted entry to the premises.

The permit may be requested on site during setup or throughout the trade show period from the Messe München GmbH security control office located in the Trade Fair Administration building. Outside opening hours, photo, film and video recording teams must be accompanied by at least one person from the security service provider. Booking requests for accompanying security staff must be made at the security control center.

B 17 Exhibitors' own events

Events at the exhibition grounds are subject to authorization and must be notified no later than September 14, 2020 (see "Dates and Deadlines 2020"). No additional registration is required for events held in conference rooms. The booking of a conference room includes the registration of any events. Please use the online form in the Exhibitor Shop when registering each event. Day events, press and conference room events may be held from 09:00 to 19:00 at the own exhibition stand, conference rooms, forums or other trade-fair premises. Please note that daytime events should be purely work events. Events organized as receptions or get-togethers are not publicized in the trade fair media and are subject to a special approval procedure by Messe München GmbH. Furthermore, evening events are subject to a fee. On **October 5 and 6, 2020**, evening events may not start before 19:00 and must end by 22:00 at the latest. Until 22:30, the necessary clearing-up work may be undertaken within the stand area.

By 23:00 at the latest, all persons must have left the exhibition center. Please note that rehearsals, e.g. for musical accompaniment to an evening event, are permitted only as of 19:00. The exhibitor is responsible for ensuring that event attendees do not access other trade fair booths or touch any exhibits located there. The exhibitor is to ensure that event attendees follow the instructions of the safety and security service employed by Messe München GmbH. The minimum scope of the safety and security services necessary is determined by Messe München GmbH. The exhibitor indemnifies and holds Messe München GmbH harmless in connection with the event. The maximum number of people per stand event is to be observed at each event for safety reasons. The reference value is 1.5 persons per m² of stand space. The services provided by Messe München GmbH in connection with each event are charged to the exhibitor in the final invoice.

The costs for your evening event will be charged to you in the final invoice as a one-off amount and are as follows:

EUR 1,150 for events registered by August 28, 2020

EUR 1,350 for events registered from August 29, to September 18, 2020

For evening events registered as of September 19, 2020 or which have not been registered in advance of the event, a fee of **EUR 1,650** will be charged.

To ensure a smooth, uninterrupted event, we recommend that you consult with your booth neighbors in advance of the planned event. Please note that during official trade-show hours, musical renditions are not permitted. The volume of **60 dB (A)** during the day or **75 dB (A)** during evening events must not be exceeded. Any disturbances and immissions which might be occurring as the result of a party at the neighboring booth should be immediately notified to Messe München GmbH, EXPO REAL exhibition management office, which is located in the atrium outside of Hall B2. In case immediate measures should be required to prevent further disturbances by an event at the neighboring stand outside office hours (between 19:00 and 07:30 of the next day), exhibitors are advised to contact the Messe München security control office by phone +49 89 949-24555. Complaints lodged after the last day of the exhibition can no longer be considered. Messe München GmbH reserves the right to charge the exhibiting company which organizes the stand party (= stand party organizer) with the costs incurred by measures taken (or assigned to third parties) that are necessary to remedy the impairment of the neighboring stand affected by the stand party.

Special Terms of Participation (B)

The General Terms and Conditions of Participation A and the Technical Guidelines of Messe München GmbH shall apply, insofar as the present Special Terms of Participation do not contain any provisions in derogation thereof.

Cont. B 17 Exhibitors' own events

Admission of service staff for evening events

Admission for external service personnel during exhibitor evening events who are not employees of a Messe München service partner is free after 17:30, subject to presentation of proof provided by the exhibitor about the location and time of employment (= copy of approval for the exhibitor evening event).

Admission of catering companies for evening events

Admission for external service personnel during exhibitor evening events who are not employees of a Messe München service partner is free after 17:30, subject to presentation of proof provided by the exhibitor about the location and time of employment (= copy of approval for the exhibitor evening event).

For more specifications follow the regulations and important notes on evening events at the exhibition stand, which have to be accepted within the application of evening events.

B 18 Hotel shuttle

During the event duration, a hotel shuttle service to the exhibition grounds is available. The buses run from more than 100 hotels located in downtown Munich

and the suburbs to the exhibition center. Timetables and an overview of hotels and routes will be available at www.exporeal.de/travel as of August.

B 19 Deliveries/Shipping fees

Consignments, letters and other mail to be delivered to the exhibitor's stand must carry the following details:

- Name of the event
- Hall (designation: A, B or C as well as the number of the hall)
- Stand number of the exhibition stand
- Name of the exhibitor
- Messengelände/Willy-Brandt-Allee, 81829 Munich, Germany

Messe München GmbH does not take delivery of consignments, letters and other mail intended for exhibitors or third parties. Exhibitors are advised not to deposit shipments or other objects unsecured in the hall or the outdoor exhibition area during setup and dismantling times.

Services with regard to the receipt and dispatch of consignments are offered by the authorized freight forwarders at the exhibition center.

B 20 Catering/Deliveries

If you hire an external caterer for catering and delivery of goods that is not a service partner of Messe München, please note the order form "Catering/Deliveries."

The form is available on request from the Traffic & Security department of Messe München GmbH at vs@messe-muenchen.de. The team of the external

caterer will also need exhibitor passes to gain access to the site, which have to be ordered from the Exhibitor Shop.

Alternatively, you are welcome to retain the services of the accredited Messe München catering service partners, who have free access to the fairgrounds.

B 21 Food preparation

The preparation of food—especially grilling and frying—is not permitted on the booths at EXPO REAL without adequate ventilation devices. Exempt from this

is the heating of dishes with convection ovens. This provision also applies to day events, press and evening events as well as all events in the conference rooms.

B 22 Stand security service

Orders for stand guarding service can be placed via the Exhibitor Shop. If you book a stand security service, we ask you to observe the following procedure: When handing over the stand to the security personnel, our service partner (Veranstaltungsdienst Paul Mayr GmbH & Co. KG) will present you a guard report. This includes a list of possible items to be guarded, which you should

select carefully. Both parties (exhibitor and security guard) will sign the watch report at each stand handover. We recommend that you check carefully whether everything was returned in proper condition to avoid any subsequent complaints.

Special Terms of Participation (B)

The General Terms and Conditions of Participation A and the Technical Guidelines of Messe München GmbH shall apply, insofar as the present Special Terms of Participation do not contain any provisions in derogation thereof.

B 23 Processing fee

Any requests on the part of the exhibitor that Messe München GmbH—in addition to the contract which comes into effect by admission to the event or to the regular orders for other services with respect to the event—Messe München GmbH conclude further contracts, side agreements or issue special

confirmations, a processing fee of **EUR 150** plus VAT will be charged for each extra contract, side agreement or confirmation. Please note that this processing fee also applies to invoice changes (cf. B 5).

B 24 Complaints and theft (cf. A 8)

If an exhibitor has any complaints, these must be submitted in writing immediately and directly during event setup, running time or dismantling, or addressed in person at the EXPO REAL exhibition management or exhibitor service offices in the Atrium at Hall B2 to the exhibition management or the Technical Exhibition Service. Only then is it possible for the exhibition management to make an evaluation during or directly after the trade fair, e.g. in cases of product and invoice relevance. Complaints that are brought forward at a later stage can no longer be fully investigated and assessed, which means your complaint can no longer give rise to any claims or not be granted to the extent desired.

Complaints concerning guarding service and security should be addressed directly to the Traffic & Security Department at vs@messe-muenchen.de

Please report any thefts to the security center on the exhibition grounds. Thefts that are only reported after the trade fair has closed cannot be fully investigated and assessed.

B 25 Prices quoted

Please note that the prices quoted in the document are subject to statutory value-added tax. In this context we would like to draw your attention to the

document "Important information for exhibitors," which is available for you online at: www.exporeal.net

B 26 Alterations

Messe München GmbH reserves the right to make alterations and additions in matters affecting technical handling and safety.