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.

These Technical Guidelines are an integral 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 may be refused, particularly in cases where the exhibitor/organizer concerned has not fulfilled its 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 orders they have placed.

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 present at the fair center. 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 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 German Road Traffic Regulations apply throughout the entire trade fair center and the exhibition 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 unless 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 justifiable.

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 these rules.

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 exhibitors' expense the stands of the persons exceeding the traffic rules.

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 to access to the stands.

2.2. Transport of caterpillar vehicles

Only caterpillar vehicles with 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 4.1.12.). 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 material, stands, etc. beside or in front of them.

Vehicles and objects parked on or blocking fire service movement zones, emergency rescue routes or safety zones can be removed at the expense of the person responsible. In so doing, Messe München GmbH is only liable for such damage to property as is incurred due to willful or gross negligent behaviour. Hydrants and fire extinguishing and external exhibition areas may neither be obstructed nor made unrecognizable 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 halls for stand purposes. Caterpillar vehicles 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 way. Information signs and other markings may only be located near exits, 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 visibly designed in such a 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 kept and the logical access routes are not impaired.

This is to be considered 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. The filling of emergency escape hatches, the use of hall aisles and fire exits is an essential requirement due to the logically used area.

Messe München GmbH may moreover demand the immediate clearance of hall aisles for logistical reasons or for the purpose of setting up access areas or erecting machines (e. g. woodworking machines, work benches).
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’ personnel may perform any task that is not explicitly reserved for employees of Messe München GmbH and other items on the stands, 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 escorted 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: approx. 11,000 m²
- C1–C6: approx. 10,000 m²
- BO: approx. 3,500 m²

Hall entrance dimensions
The halls can be accessed by all vehicles, but each has at least 6 entrances measuring 4.50 m x 4.50 m. Hall B0 has one entrance measuring 12.50 m x 4.0 m.

Height of halls
None of the halls (apart from Hall B0 in the ICM and the northern front ends of Halls C1–C6) have 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 height in central areas measures approx. 11.50 m (in the case of the B6 high hall approx. 16.0 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 perpendiculard load per suspension point is 100 kg (1 kN). The halls are made of mastic asphalt. The maximum permissible distributed load on the floors in all halls is 550 kg/m² (50 kN/m²). A total truck weight of up to 60 (0 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. 1.5 m) is 51 kg/m² (floor pressure 500 kN/m²) — this does not apply however to utility duct covers.

Load-bearing capacity of the hall floors
The halls offer the following gross exhibition areas: A1–A6, B1–B6: approx. 11,000 m² C1–C6: approx. 10,000 m² BO: approx. 3,500 m²

3.2. 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).

Electricity supply: 50 W/m²
Water supply: max. DN 100
Wastewater: max. DN 100

Electricity supply: 50 W/m²
Water supply: max. DN 100
Wastewater: max. DN 100

Connection for compressed air DN 50/min. 10 bar, available in every second duct
Connection for water DN 25/min. 3.50 bar

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 the exhibitor the option of checking their stand design plans which are to be submitted in duplicate.

All other types of stand (above all those with floor space in excess of 100 m² or higher than 3 m, multi-story stands (see Item 4.9.), mobile stands) require approval (as do stands with bridges, stairs, cardboards entries, galleries, sloping walls, etc.) and structures for outdoor exhibition areas (see Item 5.9.). 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 plan (see Item 1.20) 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 5.11.). 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 in duplicate (a scaled floor 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.

The form is to be submitted in duplicate and includes the following documents:

- A copy of the application form certified 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/tlm 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. 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.

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 in duplicate (ground plan and elevation sketches to a scale of at least 1:100) by the deadline specified in the Order Forms for Exhibitor Services at the latest. To the extent that approval is granted, one copy is then returned to the exhibitor/stand-builder with Messe München GmbH's stamp of approval. This means that the stand construction concerned has been approved.

Stand space in the outdoor exhibition area
Application for approval for multi-story stands, special constructions, rooms with seating for more than 200 persons, darkened rooms for slide/tlm 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.

To the extent that approval is granted, the stand design is no longer deemed to have been approved before confirmation of approval has been issued to the exhibitor/stand-builder and the structural documentation returned to the exhibitor/stand-builder. All other forms of approval for multi-story stands, special constructions, rooms with seating for more than 200 persons, darkened rooms for slide/tlm 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.

The stand design is no longer deemed to have been approved before confirmation of approval has been issued to the exhibitor/stand-builder and the structural documentation returned to the exhibitor/stand-builder.

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

4.2.3. Alteration of non-compliant stand structures

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.

4.3. 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 stands set by Messe München GmbH may be exceeded with Messe München GmbH’s prior written approval.

4.4.1. Fire prevention and safety regulations

4.4.1.1. Stand construction materials and decorations (embellishments)

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

4.4.1.3. Explosive substances, ammunition

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

4.4.2. Stand ceilings

Stand ceilings are produced as either open or closed systems and 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 Division “Application for Preventive Fire Protection Measures” form). All stand ceilings require the prior, written approval of Messe München GmbH’s Technical Exhibition Services Division.

4.4.3. Glass and acrylic substances

4.4.4. Regularly occupied spaces/Partitioned “trapped” rooms

Any partitions on stands in the halls must offer an unobstructed line of sight in the direction of escape towards the nearest emergency escape/evacuation 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 towards the nearest emergency escape/evacuation route or its accessibility are prohibited. Messe München GmbH reserves the right to impose any safety-/fire-prevention-related demands that may become addition-

4.4.5. Glass and acrylic substances

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.

4.4.6. 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.
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) with a solid door that can be locked from the inside only. The emergency escape hatch must be open by hand from the inside and from 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 regularly occupied by broadcasting activities.

Alternatively, "trapped" rooms may be separated from other stand areas only by glass to preserve the visual perception of a single room.

4.5. Exits, escape routes, doors

Stands with a floor area of more than 100 m² 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 additional-ly necessary until such time as stands undergo official acceptance. (See item 4.4.4.)

4.5.0. Doors

The use an emergency escape/rescue routes of swinging doors, revolving doors, security coded doors, sliding doors, lift doors or any other device that could act as an access barrier is prohibited. If within a given stand the maximum length of an escape route to a hall aisle exceeds 10 m, the stand may not be equipped with a second exit or an exit at least 2 m wide leading to a hall aisle. Escape routes should be marked in accordance with ISO 7010, BGV A8 or ASR A1.3.

4.6. Platforms, ladders, stairs, bridges

All general walkways immediately adjacent to areas that are more than 0.2 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 design must be in accordance with DIN EN 1991-1-1 (2010) and DIN EN 1991-1-1/NA (2010) Table 6.10.02.05 Category C1 or C3 depending on the specific use made of it. This equates to a working load of $\leq 3$ kN/m² for café and reception areas; for areas where a large number of persons gather, 5 kN/m² applies.

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 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). Provision of the framework structure foreseen by the Globallight Instructions (written by the Labor Union) is subject to the provisions set out in ILO Convention 182 may not be used for the construction or equipping of the stand. Wall stands or barriers on visitor aisles must include glass panels, alcoves, displays, etc. to give them a more appealing look.

4.7.2. Checking stand size

The stand area is measured 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 coordinates 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 stand equipment of any kind which 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 not be covered. 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 applied to the walls of the hall.

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 applied to the walls of the hall.

Any materials used may 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 (halls approx. 4.50 m, 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.

4.7.6. 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 must withstand a 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. Suspens-ion points for heavier loads only on request.

4.7.7. Attaching items to the stand walls

Items to be suspended from the fixing points ordered (lighting supports, spotlights, etc.) may only be fitted by the exhibitor’s own specialists or by specialist companies authorized to do so in compliance with relevant German and/or EU regulations and accepted technical practices. Without prior approval, other objects are to be suspended, the related legal safety provisions are to be observed. These also and especially include the provisions of the German Statutory Accident In- surance, DGUV Regulation 1 (Principles of Prevention), DGUV Regulation 17, DGUV Regulation 54, the BGI 810-3 and, if applicable, the VStättV directive governing places of assembly. Cable connec-tions for lighting suspensions purposes must comply with DIN 56-921-11; cable clamps may not be used.

4.7.8. Outdoor exhibition area

Messe München GmbH's outdoor exhibition area comprises asphalted roads and compacted gravel 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.
4.8.5. Other regulations applicable in the outdoor exhibition area

For stand construction activities during the snow-free period (April–Oct.), snow loads need not be considered.

4.8.4.3. Snow loads

No snow loads (horizontal or vertical) are to be considered when planning for the installation of lower crane protruding on to their stand.

4.8.2. 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 registration and/or approval. The nature and scope of stand structures subject to mandatory registration and/or 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.

4.8.3. 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 prior approval. No ground anchorages in the exhibition center grounds may be performed without prior approval. Messe München’s Technical Exhibition Services Division is to be notified prior to the commencement of earthwork in the exhibition center grounds.

4.8.4. Weather-related loads

4.8.4.1. Wind loads

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 staircases are not permissible on emergency escape/escape routes. The height of the riser may not exceed 0.19 m and the tread depth no less than 0.26 m. The use of other escape/rescue routes (e.g. stairs, staircases) is to be based on the maximum number of persons needing to use the escape/rescue routes in an emergency and sized accordingly.

4.9.1. Application for planning permission

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 paneling 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 hall is not permitted.

4.9.3. Working loads

Load assumptions

5.2. Use of machinery

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.

5.1. Damage

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/NA (2010) Table 6.1: If the floor is used for meetings and customer service purposes, i.e. it is furnished with tables and chairs in a fixed arrangement or in the form of meeting cabinets, 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/2 (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 barriers must be designed to withstand loads of 1 kN at handrail height. Proof must be provided that the necessary support does not exceed the maximum permissible pressure the floor can withstand (see Item 3.1. Hall data).

4.9.2. Firestopping systems

The bottom of any balustrades must be fitted with skirting of at least 0.05 m in height as well as a handrail or handrails on all sides of the balustrade as required by the building code. Stands with a floor area of more than 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’s Technical Exhibition Services Division states that the story is used for meetings and customer service purposes, i.e. it is furnished with tables and chairs in a fixed arrangement or in the form of meeting cabinets, it must withstand a working load of 3 kN/m² (Category C1).

4.9.4. Escapes/escape routes

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.

In special cases, the approval of Messe München GmbH’s Technical Exhibition Services Division may be required. Messe München’s Technical Exhibition Services Division is to be notified prior to the commencement of earthwork in the exhibition center grounds.

4.8.1. Checking stand size

The exhibitor is responsible for the operational safety and compliance with occupational safety and health standards valid at the given time. Messe München GmbH’s Technical Exhibition Services Division is to be notified prior to the commencement of earthwork in the exhibition center grounds.

4.8.6. Other regulations applicable in the outdoor exhibition area

All room installations that are classed as temporary installations in accordance with art. 72 BayBO (Bavarian Building Directive), the fire safety regulations valid at the given time, and the fire protection regulations 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.).

No 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.

5.1. General regulations

The use of air-purifying devices is prohibited. The use of compressed air in any form is not allowed.

5.2. Use of machinery

The use of air-purifying devices is prohibited. The use of compressed air in any form is not allowed.

5.1. General regulations

The use of air-purifying devices is prohibited. The use of compressed air in any form is not allowed.

5.2. Use of machinery

The use of air-purifying devices is prohibited. The use of compressed air in any form is not allowed.

5.1. General regulations

The use of air-purifying devices is prohibited. The use of compressed air in any form is not allowed.

5.2. Use of machinery

The use of air-purifying devices is prohibited. The use of compressed air in any form is not allowed.

5.1. General regulations

The use of air-purifying devices is prohibited. The use of compressed air in any form is not allowed.

5.2. Use of machinery

The use of air-purifying devices is prohibited. The use of compressed air in any form is not allowed.
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, mains switch, 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 not entitled to supply electricity from neighboring stands. Furthermore, exhibitors are not entitled to supply their stands with electricity from their co-exhibitors with such electricity as is supplied by him to 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 his request if the order is placed in writing. Should the exhibitor wish to supply his stand with electricity before the event has finished, Messe München GmbH reserves the right to charge the exhibitor for this service. Should the exhibitor wish to use 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 to pipe 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 be free of charge. Messe München GmbH reserves the right to prohibit the use of refrigerators / freezers / coolers on the stands.

For safety reasons, Messe München GmbH reserves the right to the switch off the exhibitor’s supply power 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 Engineers) (VDE), DIN (German Standardization Organization) and accepted practical technique. 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 installations that have not been authorized to supply electricity to Messe München GmbH’s stands, Messe München GmbH reserves the right to prohibit the use of refrigerators / freezers / coolers on the stands.

5.3.3. Installation and operating regulations

All electrical installations must be completed 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 60364-7-111. The ratio of high or low-frequency interference transmitted to the mains may not exceed the levels specified in VDE 0190, VDE 0838 (EN 50008) and EN 61 002-4. 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 (ho-plates, spotlights, trans- forms) 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 avoided. 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 fitted 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 do so 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.

Water/wastewater facilities from the utility ducts to the stands may only be fitted 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 do so 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. Connections indicating the required position of the connections should be attached to the orders (form included with “Water/Sanitary/Spinkler 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 to all items on the stand requiring water/wastewater facilities such that they can operate simultaneously. Should Messe München GmbH determine that the water/wastewater installation ordered by the exhibitor cannot guarantee the simultaneous operation of all items required such facilities, Messe München GmbH reserves the right to upgrade the water/wastewater installation at the expense of the exhibitor at the prices stated in the Order Forms for Exhibitor Services.

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 exhibitor may at no 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 to pipe 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 be free of charge. Messe München GmbH reserves the right to prohibit the use of refrigerators / freezers / coolers on the stands.

For safety reasons, Messe München GmbH reserves the right to cut off the exhibitors’ compressed-air 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 German/EU requirements and accepted practical technique. 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.

For 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 electrical installations (and compressors) not complying 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 main. Dishes, saucepans, pots and pans must be emptied before the event has finished.

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 metering equipment installed at the water pipe outlet 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, humidifiers 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 guarantees 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 by 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 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 to pipe 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 included with “Water/Sanitary/Spinkler Installations/Compressed Air” in the Order Forms for Exhibitor Services).
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 construction 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 supply 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 his own gas supply lines and stopcocks as has 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 the exhibitor.

Gas supply lines in the halls will be laid in utility ducts wherever possible, but may under certain circumstances also be run across neighboring stands. The required position 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 connections 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(s) and invoiced at the 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 design element is prohibited. As a rule, exhibitors are exempted from this requirement. All burners must be equipped with low-setting controls or automatic ignition devices.

The exhibitor assumes sole responsibility for compliance with the relevant safety regulations, above all those stipulated by DVGW, TÜV (Technical Inspectorate), Munich Municipal Fire Department and Munich Municipal Works Department. For safety reasons, Messe München GmbH reserves the right to cut off the exhibitor’s gas supply after the event has finished.

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 providing an appropriate order is submitted, Messe München GmbH reserves the right to prevent the exhibitor or contractor from carrying out 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 draw 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, PSSA Directive, etc.) and the national legislation based on them (e.g. VdTÜV Product Safety Act—ProSiG). 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 certifying conformity prepared, an EU conformity declaration issued and the CE code 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.

5.8.2.4. 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 (BetrSichV) 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 led out into the open area 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 led out 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 (forms “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

5.9.1. 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 properly marked. All cylinders must bear the maximum pressure listed on the cylinder head or 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. Shelves or tables must be stored as liquid gas containers. A 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" (DVGV-TRF 2012; publisher: DVGW Deutscher Verein des Gas- und Wasserfaches e.V. and DVGW Deutscher Verband Flüssiggase e.V.) and DGUV Regulation 80 "Use of the gas cylinder". An approved nozzle with art. 3.1 and art. 5 of the Operation Safety Directive must be drawn up and submitted by the installer 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 DGUV principle 310-005.

5.9.1.4. Pressurized equipment directive

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. DGUV rule 113-051 and the corresponding documents as well as the instructions on the safety data sheet all require strict 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 use of materials or products containing dangerous substances is prohibited. We refer here to the law for the protection against dangerous substances (Chemicals Act) in conjunction with the Chemicals Prohibition Directive (ChemVerbotsv) and the Dangerous Substances Directive (GefStoffV).

5.11. Assembly rooms / Show areas
Presentations and acoustic advertising requiring Messe München GmbH's prior approval and must be conducted in such a way as not to disturb any neighboring exhibitors. The noise level at the stand perimeter must not exceed 70 B(A). Exhibitions may be given 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.

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

5.13. Special exhibits
To the extent that 200 or more seats are needed 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 by Messe München GmbH is to be given to the rental company 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) and rooms in which all means of escape are only accessible in the direction 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.).

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.

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 approved musical and audio-visual presentations 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 (TRGS) 400 No. 3.3.1. and No. 3.3.2. are binding and 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 conjunction 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 General Food Law Directive (2009/128/EC). The展品 Security Directive (2009/43/EC) must be observed as well.
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 it is 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 re-usable 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-up 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. Insolator as fully pre-sorted, recyclable waste cannot be collected in containers supplied by Messe München GmbH, the exhibitor will have to coordinate the nature of the collection and disposal of these materials with Messe München GmbH.

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 pre-sorted recyclable materials.

For such waste generated by the exhibitor or his contractors as has not been registered with Messe München GmbH for disposal, Messe München GmbH is entitled to charge lump-sum compensation equaling 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).

Status: July 2018

Messe München GmbH