

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:

Tuesday, 10 to Friday, November 13, 2020

Opening hours visitors:

Tuesday to Thursday 09:00–18:00
Friday 09:00–17:00

Opening hours exhibitors:

Tuesday to Thursday 08:00–19:00
Friday 08:00 until dismantling deadline

Organizer and financing body:

Messe München GmbH
Messegelände
81823 München
Germany

Tel. +49 89 949-20225

Fax +49 89 949-20226

info@lopec.com

www.electronica.de / www.lopec.com

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

B 1 Application

The interactive application form can be found on www.lopec.com. Please fill in the form completely and send it back to info@lopec.com.

B 2 Eligibility

Admissible as exhibitors are all German manufacturers; all manufacturers from abroad or their German branch establishments; main importers; specialist dealers or service companies authorized by manufacturers; and those firms that are authorized by a manufacturer's works to exhibit its products. Main importers and authorized specialist dealers may only exhibit exhibits from manufacturers which are not represented at this trade fair/exhibition themselves.

All exhibits on the Printed Electronics Area by LOPEC must correspond to the LOPEC product index and be designated by name and type on the application form. Objects other than those registered and admitted, or used and leased machinery, may not be exhibited. Messe München GmbH as the fair organizer has the final decision.

The placement of registered companies within the Printed Electronics Area by LOPEC is incumbent upon Messe München.

Only such German and international companies or institutions can be admitted as exhibitors which are classifiable to the attached product index. Messe München GmbH reserves the right to extend the scope of eligible exhibitors.

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

Printed Electronics Area by LOPEC

Combination packages:

LOPEC Full Service row stand 9 m ²	EUR 5,000
LOPEC Full Service row stand 12 m ²	EUR 6,450
LOPEC Full Service corner stand 9 m ²	EUR 5,250
LOPEC Full Service corner stand 12 m ²	EUR 6,800

The LOPEC Full Service Package includes:

Furniture & equipment:

Stand space, stand construction (plastic-coated, white walls; overall height approx. 2.75 m), carpet orange, one coat rack, one wastepaper bin, one standing-height table with two bar stools (9 m²) or one white table with four black chairs (12 m²), one information counter (lockable, acrylic partition at the information counter to protect the stand personnel), lettering on fascia panel (max. 15 characters Helvetica), lighting (one lamp per 3 m²), 3 kW AC connection (including electricity consumed)

Additional services:

Use of lounge area with catering zone, use of meeting rooms on the area (allocation of time slots; distance of 1.50 m is guaranteed), stand cleaning, 100 online vouchers for one-day tickets, 2 exhibitor passes, AUMA charge, fixed waste-disposal fee, mandatory communication fee

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 on site 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 12 "Exhibitor passes," the provision of ticket vouchers for visitors in accordance with clause B 13 "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 810. This fee includes the basic entry in the catalog (print, online and mobile, cf. B 11 Media services) plus one copy of the trade fair catalog (hand-out on site at the fair). It also covers the basic entry in the visitor guide and other communication services as set out in provision B 11 "Media services (Catalog—Internet—Mobile)." Exhibitors can book other entries in the respective advertising media for extra charges. Prices for the additional listing and promotion opportunities are given on the respective order forms, which will be sent to exhibitors by the media services partner contracted by Messe München GmbH.

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

AUMA charge

The German Council of Trade Fairs and Exhibitions (AUMA) levies all exhibitors 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 4/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. The disposal of production waste, entire stand elements and complete exhibition stands is not covered by this fee.

B 4 Terms of payment (cf. A 7)

The planned mailing date for the admission invoice is in summer 2020; the deadlines for payment specified in the admission invoice must be observed. 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. The times of payment specified in the invoices are binding and are to be complied with. Please note: **Exhibitor passes will only be dispatched online after receipt of payment of the admission**

invoice. The invoice for all additional costs (e.g. lettering, technical services, electricity) will be sent to the exhibitor after the end of the event; it is to be paid by him immediately upon receipt. Should the exhibitor wish to have an invoice re-issued 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 50** for each invoice amendment, unless the data included in the original invoice in respect of the name, legal form or address of the invoice recipient was incorrect and Messe München GmbH was responsible for the incorrect data.

B 5 Dates of setting up and dismantling (cf. A 15)

Setup

as of November 4, 2020, 08:00 through November 9, 2020, 18:00

Truck check-in during setup:

Trucks over **7.5 tons** must register at the truck (LKW) check-in on site. Further information will be made available with the traffic guide.

Rental system stands will be ready for occupancy as of 10:00 on November 9, 2020.

On the last day of setup, November 9, 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 inside the stand 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.

Dismantling

as of November 13, 2020, 17:00 through November 17, 2020, 18:00

Access to the fairgrounds for stand construction firms and delivery vehicles on November 13, 2020 no earlier than 17:00.

Should exhibits be removed or the stand dismantled before the fair closes, Messe München GmbH can demand that the exhibitor pays a contractual penalty of **EUR 500**.

An extension of dismantling time is unfortunately not possible.

The **LOPEC Full Service Package stands** are ready for occupancy from November 8, 2020, 08:00.

B 6 Stand design and equipment

Stand designs for two-story constructions, for stands larger than **100 m²** or stand structures exceeding **3 m** in height or with a stand covering require prior authorization. Dimensioned drawings including floor plans and elevations on a scale of 1:100 must be submitted in duplicate to Messe München GmbH, Technical Exhibition Services Division for approval no later than 6 weeks before setup begins.

Halls, general

One-story construction

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

Two-story construction

The maximum construction height is **7.50 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).

The partition walls facing the neighboring stand must be kept white, neutral, free of installations and clean above a height of **2.50 m**. It is recommended that exhibitors install partition walls (height **2.50 m**) as demarcation to neighboring stands. Messe München GmbH supplies partition walls only at the request and expense of the exhibitor. Partition walls or additional cabin walls (height **2.50 m**) can be ordered in the Exhibitor Shop. In the case of advertising structures directly facing adjoining stands, there must be a minimum distance of **2 m** to the stand perimeters. Flashing or changing lights must not be used for advertising purposes. The stand design must be adapted to suit the type of rented stand (row, corner, end, island stand), e.g. by partition wall systems. The exhibition stand should also meet the character of the respective trade fair to preserve the visual identity of the event. Messe München GmbH is entitled to demand changes in stand design on this account.

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Cont. B 6 Stand design and equipment

Planning permission

As a matter of principle, every planner/designer of an exhibition stand is responsible for compliance with public statutory regulations, insofar as applicable to exhibition stands, and compliance with Messe München GmbH's Technical Guidelines as well as the General Terms of Participation. No planning approval from Messe München GmbH is necessary given compliance with the following requirements:

- stand and/or advertising structures no higher than **3 m**
- stand area no larger than **100 m²**
- stand is without covering.

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, containing to-scale stand design plans (ground plan, elevations and sectional drawings) no later than 6 weeks prior to

official setup date. If items are to be suspended from the hall ceiling, the work involved must be carried out by Messe München GmbH's contractors. 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. 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 under "Leaflets—applications" in the Exhibitor Shop for further information. **Please note under all circumstances the requirements set out in the Technical Guidelines and the information included in the individual notices.** For further processing, the exhibitor service forms for ordering additional stand services will be made available to you online via our Exhibitor Shop in due time, or sent to you per e-mail.

B 7 Official regulations and permits

In the erection, operation and dismantling of their structures at the exhibition center, exhibitors are to comply with all statutory and official regulations as well as the relevant requirements of Messe München GmbH and especially those from the Terms of Participation and the Technical Guidelines. In addition to the

Technical Guidelines, the relevant safety regulations of the TÜV (German organizations for technical inspection and control) also apply to all exhibits and other equipment and facilities; recognized codes of practice are to be complied with.

B 8 Technical installations

The technical services designated accordingly in the Technical Guidelines such as the provision of installations to supply the stand with electricity and water can be ordered until September 24, 2020 only from Messe München GmbH.

Wired telecommunications equipment may only be provided by Messe München GmbH; Deutsche Telekom AG and other network operators are not

authorized at the exhibition center. To connect his own stand area, the exhibitor may operate his own wireless LAN network at his stand after prior written approval from Messe München GmbH; the specifications of Messe München GmbH are to be complied with.

B 9 Sales regulations

Open selling or other provision of goods and services from the stand is not permissible. Exhibited articles may be delivered to purchasers only after the end of the fair. It is not permitted to show the selling price openly. Under

No. 64 GewO (German trade regulation act), it is permissible to sell only to commercial resellers, commercial consumers and bulk purchasers.

B 10 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.

B 11 Media services (catalog, internet, mobile)

For main exhibitors and co-exhibitors, the basic entry includes in the:

- Alphabetical list of exhibitors: company name, street, postcode, place, country, phone and fax number, e-mail and Internet address, teaser text (approx. 150 characters) in all exhibitor lists, plus company portrait (800 characters) in German + English, hall and stand number
- Application directory: two listings with company name, hall and stand number
- Product and service directory: three entries with company name, hall and stand number
- Hall plan (only exhibitors with own stand): company name, hall and stand number
- Social media links, listing in Visitor Guide, Matchmaking participation, naming of contact persons.

Exhibitors can book additional listings, e.g. in the product directory and other presentation opportunities in these communication media in a separate order process. The booking option will be made available to applicants in good time by the media service partner commissioned, who handles these extra listings with the applicant in his own name and on his own account. Messe München GmbH assumes no responsibility for the accuracy and completeness of the exhibitor catalog (print, online and mobile).

The exhibitor is solely responsible for the permissibility under law—and particularly the law on competition—of entries placed in the online exhibitor catalog (print, online and mobile) of Messe München GmbH at the instigation of the exhibitor. Should third parties assert claims against Messe München

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Cont. 11 Media services (catalog, internet, mobile)

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 exhibitors on joint stands that the respective exhibitor has arranged in the Messe München GmbH exhibitor catalog (print, online and mobile).

The official media services partner for this trade fair is:

jl.medien e.K.
Inselkammerstraße 5
82008 Unterhaching
Germany
Tel. +49 89 666166-33
Fax +49 89 666166-95
info@electronica-media.de

B 12 Exhibitor passes

Each exhibitor receives a specific number of free exhibitor passes in dependence of stand size, valid for the duration of the fair:

In the halls

up to 16 m ² of stand size	2 Print@home-Tickets for exhibitors
up to 20 m ² of stand size	3 Print@home-Tickets for exhibitors
as from 21 m ² for every further 20 m ² or part thereof	1 Print@home-Ticket for exhibitors (in addition)
as from 161 m ² for every further 20 m ² or part thereof	2 Print@home-Tickets for exhibitors (in addition)

Additional exhibitor passes can be ordered as of summer 2020 via the Exhibitor Shop at **EUR 32** each. Exhibitor passes are also available for purchase on site at **EUR 40** each. Exhibitor passes are intended solely for stand personnel and must not be passed on to third parties. In case of abuse, Messe München GmbH is entitled to withdraw the exhibitor pass.

The number of exhibitor passes does not increase for co-exhibitors.

The exhibitor pass does NOT entitle the holder to free use of local public transport (MVV—Munich Transport and Tariff Association).

B 13 Vouchers

In addition to the 100 free vouchers included in the LOPEC Full Service Package, exhibitors, co-exhibitors and companies on joint stands have the opportunity to order vouchers for day tickets or online tickets as part of the advertising media offer (available via the Exhibitor Shop at www.electronica.de/exhibitorshop as of summer 2020). The exhibitor will only be charged for the ticket vouchers actually redeemed (with the final invoice), whereas only a maxi-

mum of 3 vouchers per square meter of exhibition space has to be paid for. For co-exhibitors, the exhibition space of the main exhibitor serves as a calculation basis. If an exhibitor has rented two or more booth spaces, the aggregate floor space is considered as the basis of calculation. The resale of online vouchers is prohibited. In case of misuse, Messe München GmbH will exclude the said exhibitor from participation in the online voucher program.

B 14 Photo, film and video shooting (cf. A 10)

For professional photo and film shots of the exhibitor's own stand during the running time of the fair, authorization is required from Messe München GmbH unless the exhibitor commissions persons who have already been admitted for this purpose and these possess a valid pass issued by Messe München GmbH. The exhibitor or the photographer commissioned receives the authori-

zation at the security control center of Messe München GmbH, Administration Building, access via Gate 1. For the authorization, a written order issued to the photographer is to be submitted. A fee of **EUR 50** is charged for the authorization.

B 15 Stand parties

Stand parties on the exhibition stand require authorization by Messe München GmbH and must be notified by November 2, 2020 at the latest. Events on November 10, 11 and 12, 2020 may start at 18:00 and must end no later than 22:00. Until 22:30, the necessary clearing-up work may be undertaken on the stand area. By 23:00 at the latest, all persons must have left the fairgrounds. The exhibitor is responsible for ensuring that the attendees of his stand party do not access other trade fair booths or touch any exhibits located there. The exhibitor is to ensure that the attendees of his stand party 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 stand party.

The services provided by Messe München GmbH in connection with each stand party are charged to the exhibitor in the final invoice.

To ensure a smooth, uninterrupted event, we recommend that you consult with your booth neighbors of the planned party in advance. Please note that the volume of musical renditions on the stand may not exceed **85 dB (A)**.

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B 16 Deliveries

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 (1–6)) or the outdoor exhibition area (designation: F and the block number (5–13))
- 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 17 Noise, sound effects

Demonstrations of machines, video, music, stage shows etc. during the event (see opening hours) require the prior authorization of Messe München GmbH and must be conducted in such a way that no other exhibitors are disturbed or adversely affected. Accordingly, loudspeakers and other acoustic amplifiers/sound systems must be turned towards the exhibition stand and may not sound off on neighboring stands or aisles. The sound level may not exceed **70 dB (A)**

at the stand perimeter (see also Technical Guidelines 4.7.7, 5.8.1 and 5.15). Messe München GmbH reserves the right to limit or prohibit demonstrations of any kind—irrespective of previous authorization—causing noise, optical disturbances or for other reasons constituting a hazard or impairment to the event and especially to event participants. The relevant statutory provisions must be observed.

B 18 Advertising

The following provision replaces Clause A 11: No advertising activities, including the deployment of stationary and mobile advertising carriers, promotion teams or the distribution of printed media and food samplings may be conducted at the exhibition grounds outside the confines of the given exhibitor's stand, unless the exhibitor has applied for and obtained authorization from Messe München GmbH for such activities, which are subject to a fee. The charge for this authorization is set out in the order documents for advertising space. Messe München GmbH is entitled to stop unauthorized advertising activities

outside the confines of the rented stand space, in particular to expel persons who are used as advertising carriers from the site, and to confiscate, remove or destroy unauthorized advertising media. Messe München GmbH is entitled to demand a compensation for unauthorized advertising activities carried out by the exhibitor outside his booth, amounting to twice the fee Messe München GmbH would have charged for granting approval. Messe München GmbH's right to claim further damages remains unaffected.

B 19 Alterations

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

Status: June 2020