

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. Messe München GmbH's Covid-19 prevention and hygiene measures also apply.

Duration: Monday, 13 to Friday, May 17, 2024	Organizer and financing body: Messe München GmbH Am Messesee 2 81829 München Germany
Opening hours visitors: Monday to Thursday 09:00 – 18:00 Friday 09:00 – 16:00	Tel. +49 89 949-20285 application@ifat.de ifat.de
Opening hours exhibitors: Monday to Thursday 07:30 – 19:00 Friday 07:30 – 16:00	

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

B 1 Application

Applications should be filed online at ifat.de/application.

Deadline for applications is Sunday, April 30, 2023.

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 must correspond to the product index of the respective trade fair/exhibition and be designated by name and exact type in the application. Objects other than those announced and admitted must not be exhibited. The Messe München GmbH exhibition organizer has the final decision on admission.

Organizers of joint stands are exhibitors as defined by the "Special Terms of Participation (B)." Participation of companies as additionally represented companies (cf. A 4) is not possible.

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

Registration fee	EUR 300	Two-story stand construction
The net participation fees per m ² space are:		On two-story constructions, the upper floor space is charged at 50% of the respective ground floor rate. This applies to stands in the halls as well as in the outdoor area.
In the hall The minimum stand size is 20 m²		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 13 "Exhibitor passes," 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.
Row stand (1 side open)	EUR 200	
Corner stand (2 sides open)	EUR 215	
End stand (3 sides open)	EUR 225	
Island stand (4 sides open)	EUR 230	
In the outdoor exhibition area The minimum stand size is 60 m²		
Row stand (1 side open)	EUR 105	
Corner stand (2 sides open)	EUR 110	
End stand (3 sides open)	EUR 115	
Island stand (4 sides open)	EUR 119	
In the outdoor exhibition area, stands below the minimum size will only be allotted if, for technical reasons, exhibits cannot be displayed in the halls.		
In the yard Container space (flat-rate charge)	EUR 950	

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

Mandatory communication fee

Exhibitors will be charged a mandatory communication fee for each of their stands amounting to **EUR 495**. This fee includes the basic entry in the trade fair media and other communication services (digital and printed) as set out in provision B 12 "Media services." 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.

Advance payment

The advance payment for exhibitor services ("Advance payment," cf. A 7) is **EUR 14/m²** of rented exhibition space in the halls and **EUR 10/m²** in the outdoor exhibition area.

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 6.50/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 Co-exhibitors

The participation of companies as co-exhibitors (cf. A 4) is on principle possible. Participation is, however, subject to Messe München GmbH's prior authorization. Permission to participate may be granted only if the co-exhibitor would also be eligible to participate as an exhibitor. The registration fee per co-exhibitor is **EUR 450**. However, a mandatory communication fee in the amount of **EUR 495** will be levied for each co-exhibitor. The mandatory communication fee for each co-exhibitor includes the same services as for the main exhibitor (cf. B 3).

Co-exhibitors must be registered online by the main exhibitor. Applications should be filed online at ifat.de/application. The registration fee and mandatory communication fee will be invoiced to the main exhibitor.

The participation of firms as additionally represented companies (cf. A 4) is not possible.

For each co-exhibitor without Messe München GmbH admission, Messe München GmbH is entitled to demand a penalty charge of **EUR 1,500** from the exhibitor. Furthermore, Messe München GmbH may demand that co-exhibitors without Messe München GmbH admission vacate the stand. Should the exhibitor fail to comply with Messe München GmbH's vacation demand without delay, Messe München GmbH has the right of extraordinary cancellation in respect of the contractual relationship between Messe München GmbH and the exhibitor.

B 5 Terms of payment (cf. A 7)

The amounts invoiced in all invoices issued by Messe München GmbH in connection with the event are to be transferred in euros, without deductions and free of all charges to one of the accounts specified in the respective invoice, indicating the customer number. **The times of payment specified in the invoices are binding and are to be complied with.**

Prior payment of the invoiced amounts in full is a condition for access to the rented exhibition space, listings in the trade show media (digital and printed) and the provision of exhibitor passes.

The final invoice for all additional costs (e.g. technical services, electricity, parking permits, ticket vouchers, etc.) will be sent to the exhibitor after the end of the event (approx. 6 weeks). It is payable immediately upon receipt.

Due to value-added tax legislation requirements, Messe München GmbH can only issue or re-address invoices to an invoice recipient other than the exhibitor,

if the recipient is Messe München GmbH's contractual partner concerning the services to be charged. If the exhibitor wants to designate the invoice recipient as the contractual partner of Messe München GmbH instead of himself, he can request the appropriate form at the e-mail address provided in the application. The form should be completed and signed with legally binding effect and returned to Messe München GmbH. Messe München GmbH is under no obligation to accept the different invoice recipient named by the exhibitor as its contracting party. Insofar as Messe München GmbH has already rendered services to the exhibitor at the time of receipt of this form, Messe München will have to bill these services to the exhibitor (cf. A 7).

Should the exhibitor wish to have an invoice re-issued, 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 was incorrect and Messe München GmbH was responsible for the incorrect data.

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

Setup

as of May 6, 2024, 08:00 through May 12, 2024, 18:00

Truck check-in during setup:

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

On the last day of setup, May 12, 2024, all delivery and stand-construction vehicles must be removed from the halls and the outdoor exhibition area by 18:00 at the latest. Vehicles which are still in the halls or the outdoor exhibition area after this time will be removed by Messe München GmbH at the risk and expense of the respective exhibitor. Furbishing work and decoration in the exhibitor's own stand space is possible until 20:00.

An extension of stand setup time after 20:00 is subject to a fee and possible only in exceptional cases with the prior written approval of Messe München GmbH's Technical Exhibition Services Division.

Please note that containers and exhibits may be placed in the yards on the last stand setup day from 17:00 only. In this context, please note the form "Rental Space in the Loading Yard for Exhibits and Containers."

Dismantling

as of May 17, 2024, 16:00 through May 22, 2024, 18:00

Access to the fairgrounds for stand construction firms and delivery vehicles on May 17, 2024 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 pay a contractual penalty of **EUR 1,500**.

Further information is included in the traffic guide which will be sent to you (no later than 8 weeks prior to the commencement of the fair).

Note

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

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

B 7 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 March 25, 2024.

Halls, general

One-story construction

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

Stand designs can only be approved if the open sides of the stand have a uniformly open design. Erecting closed walls is permitted, provided they do not take up more than **70%** of the stand side in question, and completely closed walls may be no more than **6 m** in length. A closed length of wall measuring **6 m** must be followed by an opening at least **2 m** wide. This ruling does not apply if the wall concerned is set back from the stand perimeter by

at least **2 m**. Messe München GmbH reserves the right to permit exceptions to these guidelines in individual, well-founded cases. The rear side of the walls of your stand above a height of **2.50 m** must be of a neutral design, white, smooth and clean. Only such materials as are opaque and impervious to light are permitted for this purpose (no textiles). Advertising hoardings that extend above the walls of the stand must be at least **2 m** away from the immediately adjacent stand. Advertising may not feature flashing or alternating lights. It is not permitted to extend the stand design over the aisles. Messe München GmbH reserves the right to allow exceptions to this ruling in individual, well-founded cases, whereby the only permissible exception is the laying of different colored carpeting. Platforms are not permitted under any circumstances.

Stand construction approval

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 approval of plans 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 March 25, 2024. If items are to be suspended from the hall ceiling, the work involved must be carried out by Messe München GmbH's contractors. 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 (online as of fall 2023) for further information. **Please note under all circumstances the requirements set out in the Technical Guidelines and the information included in the individual notices.** Order forms to request additional exhibitor and technical stand services are available in the Exhibitor Shop.

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Cont. B 7 Stand design and equipment

The fixing (securing) of stand components via floor anchorages is not permitted. Regulations on securing exhibits via anchorages to the hall floor: The fixing (securing) of machines via floor anchorages is allowed only with the prior written approval of Messe München GmbH's Technical Exhibition Services Division.

Outdoor exhibition area

Structural elements, stand signs and flags must be designed such that they do not constitute an unreasonable disturbance for neighboring stands. Misleading company signs must be removed at the request of the Exhibition Management. Depending on the infrastructure to be installed and if Messe München GmbH, Technical Exhibition Services Division so requests, a gap of **0.50 m** must be left between the perimeter of the neighboring stand to the rear and any permanent fittings and fitments. Any foundations required in the same location for the next exhibition can be left in if their component parts are at least **30 cm** below the topsoil and relevant contractual provisions have been agreed upon with Messe München GmbH. Plans showing the precise location and size of these foundations are to be submitted to Messe München GmbH, Technical Exhibition Services Division in good time. When carrying out any stand setup work, attention should be given to existing supply lines, distribution boxes, hydrants, light masts, etc. If such facilities are located on the premises of individual

stands, access to them must be assured at all times. To prevent any damages, no underground work may be started without prior consultation of Messe München GmbH, Technical Exhibition Services Division. Exhibitors whose stands border on the perimeter of the exhibition grounds may not use the fencing for stand setup purposes. The outside fencing may not be used for advertising purposes.

Deployment of cranes and exhibits

All cranes and exhibits to be erected in the outdoor exhibition area reaching a height of more than **10 m** require the prior approval of Messe München GmbH, Technical Exhibition Services Division and must be registered by means of the corresponding form 12 weeks prior to the commencement of the fair at the latest. If the necessary documents are submitted to Messe München GmbH later than 12 weeks prior to the start of the fair, Messe München GmbH is entitled to lay down a binding stipulation for the maximum erection height for these exhibits as is still available, based on safety grounds. Messe München GmbH is authorized to restrict or prohibit the setup work to ensure compliance with the height stipulated. Messe München GmbH reserves the right to have exhibits examined and/or accepted by experts even if the exhibits concerned do not come under the general data/requirements set out in the relevant form.

B 8 Official regulations and permits

Authorization is to be obtained for structures that exceed a built-over area of **50 m²** or a height of **5 m** (pavilions, tents, cranes, plant and equipment etc.). The necessary building applications as well as plans and structural analyses or test books are to be submitted to Messe München GmbH, Technical Exhibition Services Division in good time but no later than **March 25, 2024**.

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. Revolving tower cranes and the like must be secured in accordance with regulations. For safety reasons, it is not permitted to attach advertising media or other loads to cranes, with the exception of non-weighted flags.

B 9 Technical installations

Applications for electrical installation, water connection or telephone can only be processed if requests have been placed through the Exhibitor Shop no later than **March 25, 2024**. Please refer to the Exhibitor Shop for Messe München GmbH's applicable connection fees and specific terms of delivery.

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 only from Messe München GmbH.

The items and services offered can be ordered only from Messe München GmbH. Orders require Messe München GmbH's acceptance, which may be given tacitly, e.g. by providing the items or services ordered. The exhibitor is entitled to cancel an order for an item or service in full or in part if Messe München GmbH receives the cancellation at least one week before the official set-up date. In all other cases, the contract can be cancelled only with Messe München GmbH's written consent.

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.

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B 10 Use of equipment

Cranes, forklifts and platforms may only be used if they are provided by the responsible service partners of Messe München GmbH.

In special cases, the consent of Messe München GmbH's Technical Exhibition Services Division is required.

B 11 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 12 Media services

The basic entry is invoiced by Messe München GmbH (cf. B 3 Mandatory communication fee) and includes following listings in the digital or printed media:

- Listing of company name or company name (short), street, postcode, place, country code, telephone/fax number, hall/stand no. in the detailed exhibitor listing

- Linking to common social media channels
- Interactive e-mail address and website as hyperlink
- 1 entry under "Product Categories"
- 1 entry under "Who is Who"
- 3 entries under "Industry/Sector Solutions"
- 3 entries under "Solutions"

Exhibitors can book additional listings and other presentation opportunities in these communication media on a separate order form. Order form, respectively in the online catalog shop of the official media services partner. The media services partner will contact exhibitors directly and in time, handling 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 trade fair media (digital and printed).

The exhibitor is solely responsible for the permissibility under law—and particularly the law on competition—of entries placed in the trade fair media (digital and printed) of Messe München GmbH at the instigation of the exhibitor. Should third parties assert claims against Messe München GmbH on account of the impermissibility of the entries under law in general or the law on competition, the placer of the entries shall hold Messe München GmbH fully safeguarded against all claims asserted including all costs of any necessary legal defense on the part of Messe München GmbH. The same applies to entries from exhibitors, co-exhibitors and exhibitors on joint stands that the respective exhibitor has arranged in the Messe München GmbH trade fair media (digital and printed).

The official media services partner for this trade fair is:

NEUREUTER FAIR MEDIA GmbH
Büro Essen
Westendstraße 1
45143 Essen
Germany
Tel. +49 201 36547-410
Fax +49 201 36547-325
ifat@neureuter.de

B 13 Exhibitor passes

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

In the halls

up to **20 m²** of stand space
as from **21 m²** for every further **10 m²**
or part thereof
as from **101 m²** for every further **20 m²**
or part thereof

3 exhibitor passes
1 exhibitor pass
(in addition)
1 exhibitor pass
(in addition)

In the outdoor exhibition area

up to **60 m²** of stand space
as from **61 m²** for every further **20 m²**
or part thereof
as from **201 m²** for every further **50 m²**
or part thereof

3 exhibitor passes
1 exhibitor pass
(in addition)
1 exhibitor pass
(in addition)

Co-exhibitors receive one (1) free exhibitor pass each.

Additional exhibitor passes can be ordered via the Exhibitor Shop at the price of **EUR 30** each. Exhibitor passes are intended for stand staff only.

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

Please note that a separate tiering applies to joint pavilion stands: the joint pavilion organizer and every co-exhibitor will receive 3 free exhibitor passes each.

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

See leaflet photo and film permission in the Exhibitor Shop.

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B 15 Noise, sound effects, GEMA

Demonstrations, videos, music, show performances, etc. during the trade fair (see opening hours) require the prior consent of Messe München GmbH and may not disturb exhibitors at neighboring stands. Consequently, loudspeakers and other acoustic amplifiers or public address systems at stands must be positioned at the exhibition stand so that they cannot be heard at neighboring stands or in the aisles. The loudness level may not exceed **70 dB (A)** at stand borders (see Technical Guidelines 4.7.7, 5.8.1, 5.15). Despite previous granted permission, Messe München GmbH is authorized to restrict or prohibit any presentations that cause noise or are visually annoying or result in a substantial danger to or negatively affect the event or event participants for any other reasons.

Under the terms of the Copyright Act, the permission of GEMA – Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (Musical Performance and Mechanical Reproduction Copyright Watchdog) is required for musical renditions of any kind. Further information is available in the IFAT Exhibitor Shop, or contact GEMA directly as follows:
GEMA, 11506 Berlin, kontakt@gema.de, www.gema.de
Unnotified reproductions of music may result in damage compensation claims by GEMA (§ 97, copyright law).

B 16 Evening events

Evening events on the exhibition stand require authorization by Messe München GmbH and must be notified by April 26, 2024 at the latest. Events as of May 13 to 17, 2024 may start no earlier than 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 evening event do not access other trade fair booths or touch any exhibits located there. The exhibitor is to ensure that the attendees of his evening event 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 evening event. The services provided by Messe München GmbH in connection with each evening event 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 event in advance. Please note that the volume of musical renditions on the stand may not exceed **70 dB (A)**.

B 17 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: FGL and the block number (3–13))
- Stand number of the exhibition stand
- Name of the exhibitor
- Am Messesee 2, 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 18 Restoration of exhibition areas

All exhibition space must be handed over to Messe München GmbH's Technical Exhibition Services Division in its original condition by the stipulated date for completion of dismantling. To this end, the exhibitor must contact the Technical Exhibition Services Division in due time to make an appointment to have the space inspected and approved.

Space in the outdoor exhibition area must be graded, and areas loosened by earthworks must be machine compacted. Asphalted and planted areas will be restored solely by Messe München GmbH at the expense of the exhibitor in

question. On principle, exhibitors must completely remove all structures such as foundations, driven-in piles, utility lines, etc. after the close of the trade fair. In individual cases (e.g. if the area is to be re-occupied at the next IFAT) a special arrangement (in writing) may be found with Messe München GmbH. Messe München GmbH is entitled to revoke this special permission at any time. If the required restoration work has not been completed by the set dismantling deadline, Messe München GmbH is authorized to have the work done at the expense of the exhibitor.

B 19 Transporting tracked vehicles

Only tracked vehicles with smooth track plates that are approved for use on public roadways may be driven on the roads of the trade fair center. Transporting tracked vehicles into the exhibition halls is permitted only with the

express consent of Messe München GmbH's Technical Exhibition Services Division. The exhibitor is fully responsible for any damage to road surfaces and hall floors.

B 20 Alterations

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

Messe München GmbH also reserves the right to amend and supplement its Covid-19 prevention and hygiene protocols; exhibitors will be informed of any changes in good time.

Status: September 2022