

# 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:**

Friday, 16 to Monday, February 19, 2024

**Opening hours visitors:**

Friday to Sunday 09:00–18:00  
Monday 09:00–17:00

**Opening hours exhibitors:**

Friday to Sunday 07:30–18:00  
Monday 07:30–17:00

**Organizer and financing body:**

Messe München GmbH  
Am Messesee 2  
81829 München  
Germany

Tel. +49 89 949-11398  
info@inhorgenta.com  
inhorgenta.com

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

## B 1 Application

The legally binding registration takes place online at: [inhorgenta.com](http://inhorgenta.com)

Deadline for early bird application is April 30, 2023.  
Start of space allocation is July 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 trade fair organization Messe München GmbH has the final decision on admission.

Admissible as exhibitors are German and international business enterprises and entities whose objects of business conform to the index of products and services defined below. Messe München GmbH reserves the right to expand the range of eligible exhibitors. Messe München GmbH has the final decision on admission and allocation of desired stand size/location. Organizers of joint stands are not exhibitors as defined by the "Special Terms of Participation (B)."

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

For applications received by Messe München GmbH no later than April 30, 2023, the following early bird rate on the participation fee (stand space only) applies. After this date, the regular participation rates for INHORGENTA MUNICH 2024 apply.

The net participation fees per m<sup>2</sup> space are:

**In the hall**

The minimum stand size is 12 m<sup>2</sup>, in Hall B1 20 m<sup>2</sup>.

	<b>early bird rate (until April 30, 2023)</b>	<b>regular participation fee (from May 1, 2023)</b>
<b>Row stand</b> (1 side open)	EUR 239	EUR 245
<b>Corner stand</b> (2 sides open)	EUR 265	EUR 272
<b>End stand</b> (3 sides open)	EUR 275	EUR 283
<b>Island stand</b> (4 sides open)	EUR 285	EUR 293

**Two-story stand construction**

On two-story constructions, the upper floor space is charged at 50% of the respective ground floor rate.

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 press conferences, presentations and exhibitor evenings, insofar as these are organized by Messe München GmbH, the preparation and implementation of forums and special shows, insofar as these are organized by Messe München GmbH or third parties on behalf of Messe München GmbH, the provision of exhibitor passes for authorized persons in accordance with clause B 11 "Exhibitor passes," the provision of ticket vouchers for visitors in accordance with clause B 12 "Day ticket 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 490** for each stand area. This fee includes the basic entry in the Show Guide (print and online, cf. B 10 Media services) plus one copy of the Show Guide (hand-out on site at the fair). It also covers other communication services as set out in provision B 10 "Media services (Show Guide—Internet)." Exhibitors can book other entries in the respective advertising media for extra charges. Prices for the additional listing and promotion opportunities are given in the corresponding order information at [inhorgenta.com](http://inhorgenta.com).

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

### Advance payment

The advance payment for exhibitor services ("Advance payment," cf. A 7) is **EUR 20/m<sup>2</sup>** of rented exhibition space.

### Day ticket vouchers

Included in the participation fee is the starter package of vouchers for a one day ticket (30 pieces) (cf. B 12).

### AUMA charge

The German Council of Trade Fairs and Exhibitions (AUMA) levies all exhibitors a charge of **EUR 0.60/m<sup>2</sup>** 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 3.60/m<sup>2</sup>** 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. However, a mandatory communication fee in the amount of **EUR 490** 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, B 11).

The registration of a co-exhibitor is handled by the main exhibitor at inhorgenta.com.

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

For each co-exhibitor without Messe München GmbH's admission, Messe München GmbH is entitled to demand a penalty charge of **EUR 600** from the exhibitor. Furthermore, Messe München GmbH may demand that co-exhibitors without Messe München GmbH's 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.

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

### Setup

as of February 12 to 14, 2024, daily from 07:00 to 23:00 and on February 15, 2024, from 07:00 to 19:00

On the last day of setup, February 15, 2024, all delivery and stand-construction vehicles must be removed from the halls and the outdoor exhibition area by 17:00 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 19:00.

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 February 19, 2024, 17:00 to 24:00,  
February 20, 2024, 00:00 to 23:00,  
February 21, 2024, 07:00 to 23:00 and on  
February 22, 2024, 07:00 to 18:00

Access to the fairgrounds for stand construction firms and delivery vehicles on February 19, 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**.

An extension of the dismantling time is unfortunately not possible.

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## B 7 Stand design and equipment

All exhibitors are required to request a plan approval, to be submitted in duplicate to the Technical Exhibition Services Division of Messe München GmbH.

### 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**, in Hall A1 and B1 **3.50 m**. 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**, in Hall A1 and B1 **3.50 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.

Exhibitors who have booked the turnkey INHORGENTA MUNICH stand package will be sent additional documentation. Apart from the information given in the online application, an order of the INHORGENTA MUNICH stand package in the Exhibitor Shop at inhorgenta.com is required. In cases where no order forms have been received by the due date, Messe München GmbH reserves the right to erect a standard booth construction and charge it to the exhibitor.

### 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.

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 in the Exhibitor Shop. **Please note under all circumstances the requirements set out in the Technical Guidelines and the information included in the individual notices.** You will get access to the Exhibitor Shop at inhorgenta.com in good time in order to place your orders for additional stand services.

**In addition and amendment of the booth construction regulations set out in the Technical Guidelines, the following provisions apply:**

The exhibitor has to take into account the character and appearance of INHORGENTA MUNICH as a premium order show with respect to booth design and furnishings. The booth is to be designed so as to contribute to a high-class overall appearance of INHORGENTA MUNICH. In particular, the following provisions shall apply. The exhibition space is to be fully covered with carpeting or other floor coverings in as-new condition. In Hall A1 and B1, a minimum booth construction height of **3.50 m** is required. Walls and partition walls of which the supports and profiles are visible, are not allowed in Hall A1 and Hall B1. Also fabric coverings may not be used as walls and partition walls in these two halls. On open stand designs, only a raised floor is permitted as floor covering in Hall B1. Moreover, it is mandatory that the partition walls on the closed sides of row, corner and end booths (i. e. on the sides not facing the aisles), are to be in new condition. The booth walls must be painted with dispersion paint or high quality covered. Untreated booth walls are not permitted. The company name and registered office of the exhibitor must be visibly displayed on the booth. No items may be fastened to the outer walls of the booth, in particular no merchandise. If the outer walls are to be used for presentation purposes, this is only permitted in display cases integrated into the booth walls. Glass cabinets positioned at the open sides must be aligned within the booth perimeters. Closed walls of more than **2 m** in length facing open sides of neighboring stands or the main aisles must be broken up with display cases or attractive graphic designs. The booth equipment, in particular the inside walls and furnishings must be as good as new. Insofar as furnishings, e. g. tables and chairs, are to be covered with decorative materials, the material must be of high quality. The booth equipment should maintain a uniform design. Graphic designs and letterings must match this overall design. All merchandise in the booth is to be visibly displayed and not be covered by other goods or objects, completely or in part. In particular, merchandise to be presented may not be stacked, heaped together or mixed with other goods and displayed in boxes, cartons or other containers.

By December 4, 2023, the exhibitor must present to Messe München GmbH's Technical Exhibition Services Division for approval the following documents in duplicate:

- a) dimensioned booth construction drawings incl. floor plan and elevations on a scale of 1:50
- b) meaningful, 3-D color views or meaningful color photographs of the full booth
- c) a written booth construction description, also specifying materials selected, and
- d) representations of product displays in the booth.

Approval may be tied to conditions if required to comply with regulations under public law or if applicable to exhibition booths or under Messe München GmbH booth construction provisions, which are an integral part of the contract. If approval is denied or if the exhibitor fails to present the requested documents by December 4, 2023, Messe München GmbH is entitled to set up an INHORGENTA MUNICH system stand which matches the respective hall concept, at the expense of the given exhibitor and at the prices valid at the time of the event.

Should the aforementioned documents not be presented to Messe München GmbH's Technical Exhibition Services Division by December 4, 2023, Messe München GmbH is entitled to charge the exhibitor a lump-sum compensation of **EUR 1,000**, unless the exhibitor is not at fault for the delay. Messe München GmbH's right to claim further damages remains unaffected. The exhibitor may demand a reduction in the lump-sum compensation if he proves that Messe München GmbH has incurred less damage.

# Special Terms of Participation (B)

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## 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 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. In case of substantiated violation, Messe München GmbH is entitled to close down the exhibitor's stand.

## B 10 Media services (Show Guide, internet)

The basic entry includes the company name, complete address and communication data, hall and stand number, limited entries in the list of trademarks, a product photo with text, a teaser text in the exhibitor lists, Social Media links as well as the listing in the product index and this is invoiced by Messe München GmbH (cf. B 3 Mandatory communication fee). Phone, mobile phone and e-mail address require the explicit final approval and consent by the exhibitor, as it may potentially be personal data; otherwise this information may not be published. 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 services 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 Show Guide (print and online).

The exhibitor is solely responsible for the permissibility under law—and particularly the law on competition—of entries placed in the Show Guide (print and online) 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 Show Guide (print and online).

The official media services partner for this trade fair is:

jl.medien GmbH  
Inselkammerstraße 11  
82008 Unterhaching  
Germany  
Tel. +49 89 666166-41  
info@inhorgenta-media.com

## B 11 Exhibitor passes

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

### In the halls

as from <b>12 m<sup>2</sup></b> of stand size	3 exhibitor passes
as from <b>21 m<sup>2</sup></b> for every further <b>10 m<sup>2</sup></b> or part thereof	1 exhibitor pass (in addition)
as from <b>101 m<sup>2</sup></b> for every further <b>20 m<sup>2</sup></b> or part thereof	1 exhibitor pass (in addition)

### Set-up and dismantling passes

as from <b>12 m<sup>2</sup></b> of stand size	5 set-up and dismantling passes
as from <b>21 m<sup>2</sup></b> for every further <b>10 m<sup>2</sup></b> or part thereof	1 set-up and dismantling pass (in addition)
as from <b>101 m<sup>2</sup></b> for every further <b>20 m<sup>2</sup></b> or part thereof	1 set-up and dismantling pass (in addition)

Exhibitor passes and set-up and dismantling passes are available online and can be ordered in the Exhibitor Shop at inhorgenta.com. 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/set-up and dismantling pass.

The number of exhibitor passes does not increase through the taking in of co-exhibitors.

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

# Special Terms of Participation (B)

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

## B 12 Vouchers

Exhibitors and companies on joint stands have the opportunity to order online vouchers for day tickets as part of the advertising media offer. All online vouchers for day tickets that are redeemed will be invoiced in the final invoice

after the show, except the starter package of vouchers for one day tickets (30 pieces).

## B 13 Photo, film and video shooting (cf. A 10)

In deviation from A 10 of the Conditions of Participation A, approval for photography, filming and video recording of the exhibitor's own stand is no longer required during the official set-up and dismantling times, or during exhibitor opening hours.

Written permission is now only required outside these times (i.e. during night closing times) and is compulsorily linked to the booking of an accompanying

security guard. All information on this will be published in the Exhibitor Shop in the relevant leaflet.

The use of drones is expressly prohibited at all times (set-up, running time, dismantling).

## B 14 Stand parties

Stand parties on the exhibition stand require authorization by Messe München GmbH and must be notified. Events must end no later than 18:30. By 19:00 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 **70 dB (A)**.

## B 15 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
- Am Messessee 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 16 Fashion shows and events

Fashion shows and events on the stand must be notified in writing to the Exhibition Management in due time. For stand parties, separate arrangements apply (see B 14 Stand parties).

## B 17 Alterations

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