

Stand Construction Regulations and General Information at *inter airport Europe 2021*

Please note that some of the services listed here are supplied by third parties and listed here for convenience. Exhibitors will be contracting directly with the third-party service providers for such services. By proceeding to download and use the order forms of any third-party service provider listed here, the exhibitor agrees that they will contract directly with the third party and that the Organiser will not be liable for anything arising thereto.

| CONTENTS | PAGE |
|---|------|
| Access to stands of other exhibitors..... | 2 |
| All-Inclusive Package (Classic / Premium)..... | 2 |
| Animals..... | 2 |
| Badges | 2 |
| Breakdown | 2 |
| Build-up..... | 2 |
| Catering..... | 3 |
| Children..... | 3 |
| Conference and Meeting rooms..... | 3 |
| Covid-19 Rules and guidelines | 3 |
| Customs Clearance | 3 |
| Damage - caused by the exhibitor | 3 |
| Data Protection | 3 |
| Demonstration of machinery / Limitation of volume of music transmission equipment | 3 |
| Driving motor vehicles in the exhibition site / emergency routes / safety equipment / parking..... | 4 |
| Electrical Installations | 4 |
| Entry to the exhibition | 4 |
| Environmental protection..... | 4 |
| Exhibitor reception | 4 |
| Floor covering in the gangways..... | 4 |
| Forwarding and lifting agent..... | 4 |
| Gangways..... | 4 |
| Hall floors, ceilings and walls | 5 |
| Insurance..... | 5 |
| Internet Connection | 5 |
| Machine Safety..... | 5 |
| Manning of the stand..... | 5 |
| Max. height for extendable exhibits..... | 5 |
| Musical Renditions | 6 |
| Official regulations and permits..... | 6 |
| Operational safety / technical safety regulations / other technical requirements / supply systems | 6 |
| Outdoor Area..... | 6 |
| Partition walls / floor covering | 6 |
| Patent and Copyright..... | 6 |
| Photography & video recordings..... | 6 |
| Postal Address..... | 7 |
| Press..... | 7 |
| Promotional activities within the exhibition grounds..... | 7 |
| Promotional material | 7 |
| Raised flooring / floor platform in the gangways..... | 7 |
| Service partners..... | 7 |
| Show Management / Technical Organisers' Offices – Mack-Brooks Exhibitions Ltd..... | 8 |
| Sold exhibits | 8 |
| Stand construction above gangways | 8 |
| Stand construction regulations in the Halls..... | 8 |
| Stand construction regulations in the Outdoor Area | 8 |
| Stand construction regulations in the Outdoor Hall C6 | 9 |
| Stand measurements..... | 9 |
| Stand parties..... | 9 |
| Stand security | 9 |
| Sundays and Bank Holidays – Traffic Restrictions | 10 |
| Suspensions from the ceiling | 10 |
| Technical data and features of the halls and the outdoor exhibition area | 10 |
| Waste Disposal Fee | 10 |
| Work permits..... | 10 |

Access to stands of other exhibitors

Exhibitors have no right of access to other stands outside the official opening hours unless permission has been obtained from the exhibitor renting the space.

All-Inclusive Package (Classic / Premium)

Exhibitors who have booked an All-Inclusive Package with the Organisers are requested to fill in order form 11.4 All-Inclusive Package. Name boards will carry the company name as indicated on the stand space contract should the exhibitor have failed to submit the order form.

Animals

Animals are not permitted on the exhibition site.

Badges

Build-up / Breakdown

Due to Covid-19 regulations, anyone entering the exhibition site during build-up and breakdown must have a contractor's badge if they do not already have an exhibitor eTicket / mobile ticket. Stand builders, etc. must therefore personally register on inter airport's website and will automatically receive an email with their eTicket / mobile ticket. Access to the exhibition site will only be granted after successfully scanning the barcode of those tickets. Detailed information will be available at a later date.

Exhibitor Badges

Exhibitor Badges allow the stand personnel of the exhibitor entry to the exhibition and can be ordered via the Exhibitor zone on the show website. All exhibitor badges must be registered personally due to Covid regulations. After completing the registration process, exhibitors will receive a confirmation email with their eTicket / mobile ticket. When entering the exhibition, the eTicket / mobile ticket will be scanned and then the badge will be printed. Lanyards will be provided on-site.

The allocation of free badges corresponds to the size of the stand area. Please also see "19.1 Exhibitor e-Badges FAQ" in the order form section of the exhibitor handbook.

Breakdown

12th November: 15.00 - 01.00 | 13th-14th November: 07.30 – 22.00 daily | 15th November: 07.30 – 16.00

- Friday, 12th November 2021
 - The exhibition closes at 15.00 and all stands must remain fully constructed and operational until then. Dismantling of stands before this time is strictly prohibited
 - From 15.00 to 16.00 empty crates will be distributed to stands
 - From 16.30 vehicles will be allowed access into the exhibition site according to the traffic guide that will be published online in the exhibitor handbook no later than one month before the exhibition.
- The breakdown will finish at 16.00 on Monday, 15th November 2021. All stand materials and exhibits must be removed fully from the exhibition site by this time. Exhibitors and stand builders are obliged to return the halls to their original condition. Exhibitors are contractually obliged to respect the specified build-up and breakdown times.

Build-up

5th November – 7th November from 07.30 to 22.00 daily and 8th November from 07.30 to 20.00

- Start of build-up: Friday, 5th November 2021 from 07.30
- From **5th to 7th November** exhibition site and hall opening hours during build-up: 07.30 to 22.00
- Monday, 8th November 2021:
 - Exhibitors with All-Inclusive Packages and Shell Scheme Stands: from 07.30
 - Vehicles are not allowed in the halls (this does not apply to the official forwarding agents).
 - All gangways must be completely cleared by 18.00 to allow the collection of empty crates and the laying of the gangway carpet.
 - End of build-up: at 20.00
- Due to Covid-19 regulations, anyone entering the exhibition site during build-up and breakdown must have a contractor's badge if they do not already have an exhibitor eTicket / mobile ticket. Stand builders, etc. must therefore personally register on inter airport's website and will automatically receive an email with their eTicket / mobile ticket. Access to the exhibition site will only be granted after successfully scanning the barcode of those tickets. Detailed information will be available at a later date.

Catering

Catering outlets will be available at the Exhibition Grounds. Opening times will be published at a later date. Exhibitors requiring stand catering can use the order forms provided in the online exhibitor handbook under: Order Forms.

The safety of exhibitors, stand builders and visitors is the Organisers' top priority. Information regarding the safety and hygiene concept of the venue in Munich can be found [here](#). As this information is updated frequently, please check the website at regular intervals to ensure you are compliant with the latest regulations.

Children

Children and young people under the age of 14 may only enter the site if accompanied by a person having parental responsibility over them. A "Responsibility Form" must be signed before entering the site.

Conference and Meeting rooms

These can be booked through Messe München GmbH (see General Information & Contacts).

The safety of exhibitors, stand builders and visitors is the Organisers' top priority. Information regarding the safety and hygiene concept of the venue in Munich can be found [here](#). As this information is updated frequently, please check the website at regular intervals to ensure you are compliant with the latest regulations.

Covid-19 Rules and guidelines

The safety of exhibitors, stand builders and visitors is the Organisers' top priority. Information regarding stand construction, the safety and hygiene concept of the venue in Munich as well as up-to-date travel information and FAQs can be found [here](#). As this information is updated frequently, please check the website at regular intervals to ensure you are compliant with the latest regulations.

Customs Clearance

Customs clearance for temporary or permanent imports will be provided and invoiced directly by the logistics partners. See "Contact details" in the "General Information & Contacts" section of the online exhibitor handbook.

Data Capture - Emperia Lead Retrieval App

Capture full contact information of attendees with the Emperia Lead Retrieval App. Use your mobile device to scan their badge and easily collect their contact details. Available to all exhibitors free of charge for this edition. Further information will be sent out in September.

Damage - caused by the exhibitor

Exhibitors are required to leave their stand space, decorations and equipment in the condition in which they found them.

The exhibitor is liable for any damages etc., caused by the construction and operation of the stand / exhibition area and the exhibits placed thereon.

Any damage caused by their fittings or goods, either to equipment or buildings will be assessed and charged to the exhibitors concerned.

Contractors or exhibitors using adhesive tape to fix carpets or other materials to the floor will be held responsible for removing the tape after use without damage to the floor. If the floor surface is damaged, the exhibitor will be charged for the full cost of repair.

Data Protection

The protection of personal data is important to the Organisers.

The Organisers gather, process and use personal data in compliance with the applicable legal regulations such as GDPR. Personal data are only gathered to the extent necessary for organisational purposes.

The data provided by the Exhibitor shall only be transferred by the Organisers to individual service providers for trade fair related services. This occurs likewise for event-related offers, for information before and after the event, for event-related delivery of advertising and for communicating and updating our lists of Exhibitors.

The Organisers may transfer Exhibitors' data outside of the European Economic Area, where this is necessary for business purposes. Where the Organisers do so, they will comply with the requirements of GDPR.

Demonstration of machinery / Limitation of volume of music transmission equipment

In the interest of other exhibitors and visitors, exhibitors are requested to limit the running times of noisy machinery to fixed demonstration periods. The maximum permitted noise level for machinery or music transmission equipment with loudspeakers is 70 dB (A).

The Organisers reserve the right to curtail or ban demonstrations if the noise levels rise above 70dB (A) or if exhaust fumes cause disagreement.

The exhibitor must permit the Organisers' staff or their representatives to enter the stand at any time to check or adjust the volume.

If the exhibitor does not comply with these regulations the Organisers are entitled to interrupt, without any special notification, or cut off the power supply to the stand.

Driving motor vehicles in the exhibition site / emergency routes / safety equipment / parking

- Persons driving motor vehicles of any kind on the exhibition site shall do so at their own risk.
- With the exception of some special cases no vehicles shall be driven on the exhibition site while the exhibition is open. Essential deliveries may be made at the gable end of the hall throughout the duration of the exhibition, by paying a deposit of 100 EUR. Each delivery period shall last no longer than one hour. The deposit will be forfeited should the vehicle not depart within the stipulated departure time.
- Further information regarding entry regulations and parking spaces during build-up and breakdown and during the exhibition period can be found in the traffic guide that will be published online in the exhibitor handbook no later than one month before the exhibition.
- Please refer to the Technical Guidelines of Messe München GmbH in their entirety and in particular to point 2: Traffic within the trade fair centre, emergency routes, safety equipment.
- Messe Munich tolerates the use of Segways, (Electric) scooters, bicycles, e-bikes etc. during build-up and breakdown. Any use is at the user's own risk. Messe Munich reserves the right to take action and prohibit the use of such means of transport where third parties are endangered. During the exhibition, the use of such means of transport is strictly prohibited in the event area (in and around the active halls and in the atrium). Failure to comply may result in removal from the grounds.

Long-term car parks

- For cars: Parking on the exhibition site is not permitted. Illegally parked vehicles will be towed away at the owner's cost. Long-term parking permits can be ordered with order form 8.2: Parking Permits.
- For trucks/trailers: Parking spaces in the vicinity of the exhibition site will be available for your trucks and trailers during the exhibition (see traffic guide). Long-term parking permits for trucks / trailers can be ordered with order form 8.2: Parking Permits.

Electrical Installations

The Organisers will provide general lighting within the exhibition hall. A 3-kW electricity supply and one socket is included in all Shell Scheme Stands. Exhibitors, who have booked "Space Only" must order their electricity supply and electrical connections. See the exhibitor handbook under: Order Forms.

Entry to the exhibition

The Organisers reserve the right to refuse entrance to either Exhibitors and / or Visitors where providing such access to the Exhibition may be in breach of national or international trade embargos and/or economic sanctions.

The decision of the Organisers is final in all situations, and the Organisers accept no responsibility for any costs and / or liabilities incurred as a result refused admittance.

Environmental protection

Please refer to the Technical Guidelines of Messe München GmbH in their entirety and in particular to point 6: Environmental Protection.

Exhibitor reception

Due to the ongoing pandemic, we cannot specify whether an exhibitor reception for inter airport Europe 2021 will be permitted to take place in its usual format or on a smaller scale. Exhibitors will be updated as soon as regulations allow for a decision to be made.

Floor covering in the gangways

- Only between opposite stand areas of the same exhibitor
- Gangways / emergency gangways must be recognisable
- Floor covering must not cause a trip hazard in the gangways during the exhibition

Forwarding and lifting agent

Exhibitors should note that on-site deliveries can be arranged by any forwarding company. However, lifting equipment like fork-lift trucks and mobile cranes as well as all other on-site logistics like storage of empties and full material on-site must be arranged by the official service partners of Messe München. See "Contact details" in the "General Information & Contacts" section of the online exhibitor handbook.

Gangways

All gangways must remain unobstructed and accessible at all times. Parts of your stand, furniture or exhibits etc. must not project beyond the boundary of your stand.

Approaches to emergency exits must be kept clear at all times. If requested, the gangways must be cleared immediately.

Hall floors, ceilings and walls

- Floor surface in halls B5, B6 and C6: poured asphalt
- Floor loading in halls B5, B6 and C6: 5t/m² (50kN/m²)
- Hall floors must not be painted. It is not permitted to glue any kind of floor covering to plastic studded or natural stone floors; adhesive fixing of floor coverings to hall floors is permitted only with doubled-sided adhesive fabric tape.
- After the end of the exhibition floor coverings and adhesive tapes must be removed again. Joints to hall walls, ceilings and floors may under no circumstances be damaged by cutting or foundation works or similar. Drilling and the attachment of bolts or anchorages to floors, walls or ceilings is not permitted.

Insurance

The Organisers will not be responsible for any financial loss by theft, fire, or other cause whatsoever sustained by any exhibitor by reason of any defect in the building, fire, storm, tempest, lightning, national emergency, labour disputes, strikes, explosion, force majeure or any other cause not within the control of the Organisers. This also includes the cancellation, abandonment, delay or postponement of the opening of the show, or inability to use the venue.

Additionally the Organisers will not be responsible for the safety, loss of, damage or destruction of any exhibits or property of or injury to any exhibitor, its staff, contactors or agents or any other person, by theft, fire, or other cause whatsoever sustained by any exhibitor by reason of any defect in the building, fire, storm, tempest, lightning, national emergency, labour disputes, strikes, explosion, force majeure or any other cause not within the control of the Organisers.

As the Organisers will not accept responsibility for any loss or damage suffered by any exhibitor (this includes breakdown of electrical and water supplies), exhibitors should ensure they have adequate insurance protection:

- | |
|--|
| <ul style="list-style-type: none">◆ public liability (minimum cover EUR 3,000,000.00)◆ third party risk◆ exhibits and contents of stands◆ expenses incurred due to the abandonment of the exhibition◆ goods in transit |
|--|

For professional advice on this, or on any other insurances that may be of value, please talk to your usual insurance broker.

Internet Connection

Please contact Messe München GmbH for any questions on internet and wireless connections. (see General Information & Contacts in the online exhibitor handbook)

Machine Safety

Machines which are exhibited at trade shows in Germany are required to comply with the national implementation of the EC machinery directive (2006/42/EC). As far as these machines are in operational condition, they are to be labelled with the CE mark and the exhibitor must hold the EC declaration of conformity as well as an operator's manual on the stand as proof.

At the request of the competent authority the exhibitor must identify exhibits on which the prescribed CE marking is missing with a special "exhibition label" which clearly indicates that they do not meet the requirements of the European product safety law and can only then be purchased in countries of the EEA where they comply with the relevant provisions.

Manning of the stand

Exhibitors are obliged to have their stands manned by their own personnel during exhibition open hours unless written approval has been obtained from the Organisers. Stands may not be dismantled before the official breakdown commences.

Max. height for extendable exhibits

- Max. extendable height of exhibits in the halls: 6.50m (the height on stand spaces in the alcoves of halls B5 and C6 will have to be approved)
- Max. extendable height of exhibits in the outdoor area: 50m
- Max. extendable height of exhibits in the outdoor hall: 7.50m (NB: movement within stand area only; any movement of exhibits is not to extend beyond the boundaries of the stand area.)

Musical Renditions

Musical renditions of all kinds require the approval of the German Author's Rights Society (GEMA) in accordance with Copyright Law. If musical renditions have not been approved, GEMA can file for damages according to Article 97 of the Copyright Law.

Address registrations and queries to:

GEMA, Postfach 30 12 40, 10722 Berlin, Germany

Tel.: +49 (0) 30 58858 999, Email: kontakt@gema.de, GEMA.de

Official regulations and permits

The exhibitor and any stand-building company commissioned by him are obliged to adhere to the regulations in force concerning labour relations and social security.

In particular they must observe the regulations relating to social security contributions, including those for part-time or temporary employment (registration, social security card).

Notification must be given of welding, cutting and soldering work and all other work with an open flame.

Depending on stand construction and/or structural layout, connections to a grounded conductor may be required in accordance with VDE regulations (see also notice on Electrical Installation Work on Exhibition Stands).

Outflow into the sewer system must not contain contaminants in excess of normal household levels. Waste water containing oils or greases in excess of these levels (e.g., from production refuse, commercial dish washers, etc.) must be treated with oil/grease traps.

Radio antennas may be installed only by a contracting firm with the consent of the Messe München GmbH.

In accordance with the corresponding EMC / EMI directives currently in effect, proof of compatibility for the devices being used in the building / area must be produced in order to avoid mutual interference with respect to the operation of radio systems or any equipment with high-frequency emissions.

Radio systems must accordingly have appropriate frequency spacing with regard to the frequencies / applications already in use on the exhibition grounds. A radio frequency plan of the Messe München GmbH can be obtained on request from the Technical Exhibition Services Division.

As set out in the Technical Guidelines 5.8.1 Machine noise, prior written permission must be obtained from the Organisers for any demonstrations, acoustic advertising, or the use of machinery and equipment. These must be such as to cause no disturbance to neighbouring exhibitors.

The Organisers shall be entitled to prohibit any demonstrations that endanger or adversely affect the exhibition (such as through noise) to any considerable extent, notwithstanding the fact that prior permission has been granted. Official regulations must also be observed. Order form 1.2: Application for Preventive Fire Protection Measures provides information on the fire protection measures and lists equipment and plant which must be registered with and permission obtained from the Städt. Branddirektion (Municipal Fire Department).

For GEMA permit, see Musical Renditions.

Operational safety / technical safety regulations / other technical requirements / supply systems

Please refer to the Technical Guidelines of Messe München GmbH in their entirety and in particular to point 5. Operational safety, technical safety regulations, other technical requirements and supply systems.

Outdoor Area

See: Stand construction regulations in the Outdoor Area.

Partition walls / floor covering

Partition walls will not be provided by the Organisers. The minimum requirements for stand construction are partition walls of a minimum height of 2.50m to the perimeter of the stand and floor covering. Under no circumstances may exhibitors use the reverse side of walls of neighbouring stands. Should these minimum requirements not be met, the Organisers reserve the right to close the stand.

Patent and Copyright

Exhibitors are responsible for securing the necessary protections for the intellectual property rights in their equipment or products on display.

Photography & video recordings

Filming, photography and sketching of stands, particularly of exhibits, is only permitted, even for private use, if the exhibitor in question has given definite permission beforehand. If films or photographs or sketches are intended for commercial use, it is also necessary to seek written permission from the Organisers, Mack-Brooks Exhibitions Ltd.

Postal Address

If you have any deliveries to be posted to your stand, please use the following details for the address label or inform your forwarding agent about it:

inter airport Europe 2021

c/o Name of Exhibitor

Hall ___ / Stand ____

Messe Gelände

Willy-Brandt-Allee

81829 Munich

Germany

Please make sure that a representative is on your stand to accept your post / delivery, as the Organisers are not able to sign for or take responsibility for any post / deliveries.

If there is no representative on your stand when the delivery takes place, the official forwarding and lifting agents can store it for you, after prior agreement, and will charge you for the storage cost.

Press

For enquiries please contact the Organiser's Press Department (see General Information & Contact Details in the online exhibitor handbook). The Press Office on site will be located at Entrance East and will be open on Monday, 8th November, from 09.00 – 17.00 and during exhibition opening hours.

Promotional activities within the exhibition grounds

The distribution of leaflets and promotional material, as well as any other promotional activities, shall be confined to the stand area and are not permitted elsewhere in the halls or exhibition grounds. Only relevant and booked Sponsorship offered by the Organisers shall remain the exception.

Publicity shall be confined to promotion of exhibited goods and shall not be in breach of statutory regulations or good taste including but not limited to objectification, degradation, harassment or nudity of any person, nor shall it be of an ideological or political nature. The Organisers reserve the right to prohibit the display or distribution of advertising matter that could give rise to offence and to confiscate the supplies thereof for the duration of the event.

Advertising measures containing third-party advertising or references to sub-contractors, customers and other companies are not permitted.

Optical, mobile and acoustic publicity aids are permitted, provided they do not disturb neighbouring exhibitors or render inaudible the public address system in the halls.

The use of audio-visual equipment, amplifiers, etc. and/or live performances by exhibitors at their stands is restricted and details are given in the Exhibition Regulations. In all cases, exhibitors are themselves responsible for obtaining, at their own expense, the relevant permits in terms of copyright licences and/or performance approval from the respective authorities or institutions. The Organisers accept no responsibility in this respect nor any liability which may arise from an exhibitor's failure to obtain clearance.

Promotional material

Digital and printed promotional material such as logos, web banners and email signatures can be downloaded free of charge from the show website.

Raised flooring / floor platform in the gangways

- Only between opposite stand areas of the same exhibitor
- Not possible in the 4m wide gangways that connect the goods vehicle doors
- Floor covering must not cause a trip hazard in the gangways during the exhibition
- Subject to approval

Service partners

Disclaimer: Please note that the goods and services offered in the 'Order Forms' section are offered by third parties, and not by Mack-Brooks Exhibitions Limited ("Mack Brooks"). Mack Brooks has listed the goods and services and related forms of the third party in the 'Order Forms' section solely for your convenience. You will be contracting directly with the relevant third party for these goods and services.

Please also note that certain services, including electrical and water installations, cleaning, security etc. may only be carried out by the sole service partner appointed by the venue. Exhibitors should note that there are no circumstances (even where sole service partners have been appointed) under which Mack Brooks can either become contractually bound, or be regarded as a principal or agent in relation to any legal commitment which an exhibitor may enter into with a third party service partner.

By proceeding to download or to use the forms in the 'Order Forms' section, you acknowledge and agree that Mack Brooks will bear no liability in relation to any contract for goods and services that you enter into with the respective third party provider of goods and services.

Show Management / Technical Organisers' Offices – Mack-Brooks Exhibitions Ltd

The Show Management Office will be located in the 'Atriumbüro' in front of hall B6. The Technical Organisers' Office will be located in the "Exhibitor Service East" office in front of Hall B5. Both offices are staffed during build-up, exhibition open days and breakdown time. Telephone numbers will be published at a later date.

Sold exhibits

inter airport Europe 2021 is a trade exhibition. Sold exhibits may not be removed and delivered to the client until after the exhibition closes. Details of prices given in the form of signboards or stand lettering are not permitted.

Stand construction above gangways

- Only between opposite stand areas of the same exhibitor
- Not possible in the 4m wide gangways that connect the goods vehicle doors
- Subject to stand design approval

Stand construction regulations in the Halls

- The maximum height for stand construction, flags, balloons and signage / advertising is 6.50m (the height on stand spaces in the alcoves of halls B5 and C6 will have to be approved)
- Any stand construction above 2.50m facing neighbouring stands must be clean, non-transparent, neutral and painted /decorated to a high standard.
- Advertising and signage facing neighbouring stands must be at least 1m away from directly adjoining stands.
- Sides of stands adjoining the aisles must be of a transparent design. Long, closed lengths of stand structures are not allowed along the aisles.
- All stand materials used for decorations must comply with Section B1 of DIN 4102 or shall comply with EN 13501-1 – flame retardant.
- Stand ceilings and canopies in the hall must generally be fireproofed (to DIN 4102 or DIN EN 13501-1) and, if constituting a single covered area of 30 m² or more, must be equipped with a sprinkler system. (Any structures suspended from the hall ceiling (trusses, etc.) cannot be fitted with a sprinkler system.) Sprinkler systems can only be dispensed with
 - if the ceiling or canopy concerned is a modular or metal-grid covering comprising open-mesh grating, perforated sheet metal or similar. At least 70% of the entire ceiling structure including lamp fittings, etc. must be open in accordance with the planning and installation guidelines laid down by VdS Schadenverhütung GmbH Köln (VdS – see www.vds.de/en). The degree of openness of the given structure must be proven verifiably, or
 - if the ceiling or canopy is of a textile design that has been approved by VdS in Cologne for usage in conjunction with sprinkler-protected risks.

Important

Irrespective of their size and design, stand ceilings and canopies must always be registered with order form: 1.2 and always require the written approval of Messe München GmbH's Technical Exhibition Services Division, coordinated with Munich Municipal Fire Department.

- To-scale drawings for single-storey stands with floor space in excess of 100 m² or higher than 3.00m or if stand ceilings/canopies are planned must be submitted for approval to MMG's Technical Exhibition Services Division via E-Mail (tas3@messe-muenchen.de) by 15th September 2021 at the latest (ground plan and elevation sketches to a scale of at least 1:100).
- Please note order forms 1.2: Application for Preventive Fire Protection Measures and 1.3: Application for Special Stand Designs.
- The Technical Regulations of Messe München GmbH also apply in their entirety and in particular point 4: Regulations governing stand construction.
- The safety of exhibitors, stand builders and visitors is the Organisers' top priority. Information regarding stand construction, the safety and hygiene concept of the venue in Munich as well as up-to-date travel information and FAQs can be found [here](#). As this information is updated frequently, please check the website at regular intervals to ensure you are compliant with the latest regulations.

Stand construction regulations in the Outdoor Area

- Max. height of stand construction, flags, balloons and signage: 10m
- Max. height of extendable exhibits: 50m
- All stand materials used for decorations must comply with Section B1 of DIN 4102 or shall comply with EN 13501-1 – flame retardant.
- The ground in the outdoor area consists partly of compacted gravel and partly of asphalt. For queries regarding the floor surface of individual stands in the outdoor area please contact the Organisers. All ground materials are fully compacted and the maximum floor loading is 50t/m² (500kN/m²).
- Technical supplies in the outdoor area are provided via floor ducts.

All outdoor exhibitors are obliged to obtain detailed information about the position of their floor ducts and possible cables/pipes, etc. above ground on their stands. Stand layouts have to be planned accordingly and precise plans of the position must be submitted. Floor ducts cannot be covered with asphalt. Exhibitors need to bring rubber mats if required.

Exhibitors with compacted gravel can bury connections, flag poles etc. and anchor their tents directly in the ground. Any work of this nature as well as other work on the ground is subject to permission from the Technical Exhibition Services Division of the venue Messe München GmbH.

- Exhibitors with rail tracks underneath their asphalted surface have to keep a distance of 0.5m to those when anchoring into the ground. Any work of this nature is subject to permission from the Technical Exhibition Services Division of the venue Messe München GmbH.
- No excavations of any kind in the trade fair grounds are permitted without written authorisation.
- Exhibitors can individually design their stand space with order form 20.3: Floor Covering in the Outdoor Area in the Order Form section of this handbook.
- The exhibitor shall bear the costs for repairs to soiled or damaged surfaces.
- On each and every exhibition stand (tent, container) or other facility there should be one standard fire extinguisher (content min. 9 l) at least at each exit point, one carbon dioxide extinguisher (content min. 5 kg) in kitchen areas and one fat fire extinguisher (content min. 6 l) in areas where deep-fat fryers are operated in compliance with DIN EN 3 or DIN 14406.
- A distance of 2m is required between tents larger than 75m². Each tent above a size of 75m² therefore needs to have a distance of at least 1m to neighbouring stands should the neighbour also bring a tent larger than 75m². Please include the Technical Exhibition Services Division of Messe München GmbH in the planning process.
- Single-storey stands with floor space in excess of 50m² or higher than 5.00m must be submitted for approval to MMG's Technical Exhibition Services Division in duplicate (ground plan and elevation sketches to a scale of at least 1:100) by 15th September 2021 at the latest.
- Please note order forms 1.2: Application for Preventive Fire Protection Measures and 1.3: Application for Special Stand Designs.
- The Technical Regulations of Messe München GmbH also apply in their entirety and in particular point 4: General stand construction regulations.
- The safety of exhibitors, stand builders and visitors is the Organisers' top priority. Information regarding stand construction, the safety and hygiene concept of the venue in Munich as well as up-to-date travel information and FAQs can be found [here](#). As this information is updated frequently, please check the website at regular intervals to ensure you are compliant with the latest regulations.

Stand construction regulations in the Outdoor Hall C6

In 2021, outdoor exhibitors will have the unique opportunity to alternatively showcase their products in a special "outdoor hall" regardless of the weather conditions outside. The dedicated "outdoor hall" is a standard hall with a roof, heating and wider aisles but without aisle carpet.

Construction heights:

- Max. height for stand construction, flags, balloons and signage / advertising: 6.50m.
- Max. height of lighting rigs: 8.00m.
- Max. height for extendable exhibits: 7.50m (NB: movement within stand area only; any movement of exhibits is not to extend beyond the boundaries of the stand area.)
- Spaces in the alcoves: the height will have to be approved. Please contact the Technical Exhibitor Service of Messe Munich (tas3@messe-muenchen.de).
- Dimensions of vehicle access doors: Please see legend on floor plan.
- The safety of exhibitors, stand builders and visitors is the Organisers' top priority. Information regarding stand construction, the safety and hygiene concept of the venue in Munich as well as up-to-date travel information and FAQs can be found [here](#). As this information is updated frequently, please check the website at regular intervals to ensure you are compliant with the latest regulations.

For further information regarding partition walls, floor loading, vehicles as exhibits etc. please see the notice 'Outdoor Hall' in the Organiser section of General Information and Contacts in the Exhibitor Handbook.

Stand measurements

Due to the possible variance of thickness of stand walls, an approx. 10cm difference should be allowed for.

Stand parties

Unfortunately, due to the current Covid restrictions, stand parties cannot take place in 2021.

Stand security

The Organisers will provide general security within the exhibition halls. However, the individual security of stands and exhibits lies within the responsibility of each exhibitor. Valuables should be locked away overnight. Stand security guards can only be ordered from the official security company of Messe München GmbH by completing order form 9.1: Stand Security Service.

Sundays and Bank Holidays – Traffic Restrictions

Vehicles over 7.5 tonnes may not travel on the roads in Germany between 0.00 – 22.00 on Sundays and Bank Holidays.

Suspensions from the ceiling

- Possible almost anywhere in the hall
- Max. height of the top of items, incl. signage, suspended from the ceiling (i.e. banners): 6.50m (the height on stand spaces in the alcoves of halls B5 and C6 will have to be approved)
- Advertising and signage facing neighbouring stands must be at least 1m away from directly adjoining stands.
- Max. height of lighting rigs: 8m
- See also relevant order forms and notices in this handbook.

Technical data and features of the halls and the outdoor exhibition area

Please refer to the Technical Guidelines of Messe München GmbH in their entirety and in particular to point 3: Technical data and features of the halls and the outdoor exhibition area.

Waste Disposal Fee

A mandatory flat-rate fee will be levied for waste disposal. This covers the removal and disposal of waste generated by the exhibitor during build-up and breakdown at their stand as well as throughout the event duration. The amount of the mandatory waste disposal fee is specified on the contract document and invoiced to the exhibitor with the participation fee.

The disposal of production waste, entire stand elements and complete exhibition stands is not covered by this fee. The additional costs for the disposal of the aforementioned waste are payable by the exhibitor. For further information, please contact the disposal service provider, Remondis, under the telephone number +49 89 949 24730 or by completing form 7.2a.

It is expressly forbidden to dispose of waste in foreign waste containers or other equipment of the exhibition site.

Waste, which is not covered by the flat-rate fee, that remains in the exhibition halls will be estimated in m³ and calculated at the prices stated under "Waste Disposal" in the handbook. The obligation to dispose of all waste in an orderly manner is also to be enforced upon the contract partners (i.e. stand builders) commissioned by the exhibitors.

The waste disposal fee is already included as part of the All-Inclusive Packages ordered via the Organiser.

Further regulations regarding waste disposal are set out in the Technical Guidelines of the handbook, item 6.1.

Work permits

If the build-up and breakdown of exhibition stands is to be performed by employees who are neither German nationals in the sense of Article 116 of the German Constitution, nor citizens of a member state of the European Union, such persons require a work permit issued by the Federal Institute of Employment. This does not apply to employees who retain their residence abroad while building up or breaking down exhibition stands belonging to their foreign employer.

The work permit must be requested from the Arbeitsamt München (Munich Employment Office), Kapuzinerstrasse 26-30, 80337 München, Germany, or, if it is already planned to make use of foreign employees, from the Landesarbeitsamt Südbayern (South Bavarian Regional Employment Office), Thalkirchner Str. 54, 80337 München, Germany, in good time to allow a decision to be reached before the start of the employment for the said purpose. Personal applications can be made at the branch of the Employment Office at Geyerstrasse 32.

It is an offence under Section 404 Para. 2 of the 3rd Book of the German Code of Social Law (SGB III), either wilfully or negligently

- in contravention of Section 284 Para. 1 Sentence 1 of the SGB III to carry on an occupation as a non-German employee without a work permit,
- in contravention of Section 284 Para. 1 Sentence 1 of the SGB III to make use of a non-German employee without a work permit.

Such infringement is punishable by a fine of up to EUR 5,000.00 for the employee and EUR 250,000.00 for the employer. Approval must be obtained from the responsible authority for work on Sundays or bank holidays and for night work.