



## Order Forms for Exhibitor Services

### **INHORGENTA MUNICH 2016**

**February 12 – 15, 2016**

**Messe München**

## Closing date for applications: December 01, 2015

### Contact exhibition management:

#### Projektleitung INHORGENTA MUNICH

Messe München GmbH

Messegelände

81823 München, Germany

Tel. +49 89 949-11398

Fax +49 89 949-11399

inhorgenta@messe-muenchen.de

### TAS (Technical Exhibition Services) team responsible:

Technical Organization and Coordination

Technical Exhibition Services – Department TAS 2

Tel. +49 89 949-21135

Fax +49 89 949-21139

tas2@messe-muenchen.de

### I + C advice:

#### Telephone, TV, Internet connections

Sonja Kiesel

Tel. +49 89 949-21251

sonja.kiesel@messe-muenchen.de

Silvia Moosmann

Tel. +49 89 949-21251

silvia.moosmann@messe-muenchen.de

Alexandra Stutz

Tel. +49 89 949-21250

alexandra.stutz@messe-muenchen.de

Fax +49 89 949-21258

### Stand set-up and dismantling times:

Set-up: from Sun. February 07, 2016, 07:00  
to Wed. February 10, 2016, 24:00  
at Thu. February 11, 2016, 07:00 – 19:00  
Dismantling: from Mon. February 15, 2016, 17:00  
to Thu. February 18, 2016, 18:00

## Supplement to the General Terms of Participation (see application form)

All set-up work will be carried out by the Technical Exhibition Services Division (TAS) of Messe München GmbH and by its contracting firms.

Please submit your order forms and sketches immediately – by the closing date at the latest. Messe München GmbH reserves the right to charge an additional fee for late orders.

## ■ General Terms and Conditions governing the construction of stands

### a) Stand design, height of structures and advertisements

Single-storey stands:

The maximum construction height is 6 m. The maximum height of advertisements (upper edge) is also 6 m. Please note that a stand construction height of at least 3.5 m in Hall B1 is a mandatory requirement.

Two-storey stand construction:

The maximum construction height is 7.5 m. The maximum height of advertisements (upper edge) is also 7.5 m. Please note that a stand construction height of at least 3.5 m in Hall B1 is a mandatory requirement.

Please give consideration to the max. height of constructions alongside the hall walls (see description of halls and outdoor exhibition area).

The backs of stand walls facing neighboring stands must be kept neutral, white, free of installation materials and clean above a height of 2.5 m. All exhibitors are advised to erect partition walls (height: 2.5 m) on the stand perimeters bordering on neighboring stands. Partition walls are only erected at the request and expense of the given exhibitor. Orders for such walls and/or additional booth or cabin walls (height: 2.5 m) should be submitted with forms 2.12 to 2.14. For advertising structures, a minimum distance of 2 m to neighboring stands must be observed, unless the advertising media is in no way directed toward the adjoining stand. Flashing or changing lights must not be used for advertising purposes.

The stand design must be adapted to suit the stand type rented (island, end, corner or row stand). Exhibitors must give due consideration to the character and image of the trade fair or exhibition concerned. Messe München GmbH is entitled to prescribe appropriate changes in stand design in this context.

### b) Planning permissions

Each installer/operator of an exhibition stand is individually responsible for its structural design, installation and operation, as well as for compliance with all legal stipulations applying to exhibitions and fairs, and with the Technical Guidelines and Terms of Participation set out by Messe München GmbH.

All exhibitors are required to request a plan approval, to be submitted in duplicate to the Technical Exhibition Service Division of Messe München GmbH (by e-mail, as pdf-file, or by mail). Moreover, multi-storey 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 form 1.3 for further information.

**Please note under all circumstances the requirements set out in forms 1.1 to 1.3, the Technical Guidelines and the information included in the individual notices.**

**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 B 1, a minimum booth construction height of 3.5 m is required. 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 either papered or painted with dispersion paint; partition walls with woodchip wallpaper must have a dispersion paint coating. 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 1, 2015, the exhibitor must present to Messe München GmbH's Technical Exhibition Services Division for approval the following documents in duplicate:

- dimensioned booth construction drawings incl. floor plan and elevations on a scale of 1:50;
- meaningful, 3-D color views or meaningful color photographs of the full booth;
- a written booth construction description, also specifying materials selected, and
- 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 1, 2015, 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 TAS by the date specified, Messe München GmbH is entitled to charge the exhibitor a lump-sum compensation of EUR 1,000.00 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.

### c) Fire regulations

In the case of one-storey structures, stand covers or canopies < 30 m<sup>2</sup> may be used after consultation with the TAS division. If larger areas are to be covered, a sprinkler system (see form 5.3) must be installed.

Different regulations apply to Hall B0 and entrance buildings. Please contact the TAS division for further information.

Any materials used for stand covers or for decorative purposes must be at least flame-retardant (in compliance with DIN 4102 or DIN EN 13 501-1). The appropriate proof that they have been tested must be submitted to the TAS division.

For safety reasons and as stipulated by the Munich Fire Department (Branddirektion München), electrical distribution systems, fire extinguishing equipment, hydrants, etc. must not be obstructed and must be freely accessible at all times during the fair or event.

Please check the plan of the halls that has been sent to you. If you so desire, you can request an enlarged section of the plan from Messe München GmbH's TAS division. For more detailed information, please refer to the notice "Fire Protection Measures at Trade Fairs and Exhibitions" as well as form 1.2 of the Order Forms for Exhibitor Services.

## ■ Hall floors, ceilings and walls/Outdoor exhibition area

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 trade fair 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 (anchoring of special exhibits to hall floors see form 11.6), walls or ceilings is not permitted.

Precise plans of the position of anchorages for tents, guy ropes, flag poles and other earth works in the outdoor exhibition area must be submitted to the TAS division for written approval. No excavations of any kind in the exhibition grounds are permitted without written authorization.

### Important note:

**Leaking oil corrodes the asphalt surfacing. The exhibitor shall bear the cost for repairs to soiled or damaged surfaces.**

### ■ Official regulations and permits

The exhibitor and any stand-building company commissioned by him are obliged to adhere to the regulations in force concerning labor 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 a naked 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. Wastewater containing **oils or greases** in excess of these levels (e.g., from production refuse, commercial dishwashers, etc.) must be treated with **oil/grease traps**.

**Radio antennas** may be installed only by a contracting firm with the consent of the trade fair management.

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 an appropriate frequency spacing with regard to the frequencies/applications already in use on the exhibition grounds. A radio frequency plan of the Exhibition Center can be obtained on request from the TAS division.

As set out in the General Terms and Conditions for Participation 5.6 and 5.9, prior written permission must be obtained from Messe München GmbH for any demonstrations, **acoustic advertising**, or the use of machinery and equipment. These must be such as to cause no disturbance to neighboring exhibitors. Messe München GmbH shall be entitled to prohibit any demonstrations that endanger or adversely affect the fair (such as through noise) to any considerable extent, notwithstanding the fact that prior permission has been granted. Official regulations must also be observed. **Form 1.2** provides information on **fire protection measures** and lists equipment and plant which must be registered with and permission obtained from the Städt. Branddirektion (Municipal Fire Department).

### ■ Work permits

If the setting up and dismantling 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 setting up or dismantling trade fair 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 for the employee and EUR 250,000 for the employer. Approval must be obtained from the responsible authority for work on Sundays or bank holidays and for night work.

### ■ Delivery of goods consignments

When you address goods consignments for delivery to your stand, we would ask you to include the following data on the consignment and/or inform your forwarding agent of the data concerned:

- Name of the event
  - Hall (designation of hall: A or B or C and number of hall (1–6)) or in case of outdoor exhibition area (designation: F and block number (5–13))
  - Stand number of your exhibition stand
  - Name of exhibitor
  - Messegelände/Willy-Brandt-Allee, 81829 München, Germany
- Please note that Messe München GmbH staff will not accept receipt of goods consignments intended for exhibition stands/third parties.

### ■ Driving motor vehicles on the exhibition grounds

- a) Persons driving motor vehicles of any kind on the exhibition premises shall do so at their own risk. With the exception of the special cases mentioned under item b) no vehicles shall be driven on the premises while the event is up and running. During the assembly and dismantling of stands, cars and trucks may enter the grounds for unloading and loading purposes only.

During the stand set-up and dismantling periods, parking spaces are available for cars/trucks, vans, trailers, containers, etc. (see item **Long-term parking spaces** below).

For safety reasons, and to guarantee the smooth handling of unloading and loading operations, cars are to be parked outside the loading yards during the stand set-up and dismantling periods.

- b) Essential **deliveries** may be made at the gable ends of the halls for the duration of the trade fair, with **each delivery period** lasting **no more than one hour**. On payment of a deposit of EUR 100, you will be issued a pass by the security staff at the open gates for a limited period. The gates in question will be indicated in the **Exhibitor Traffic Guide**, sent to you separately. This limited entrance pass will give you access to the grounds for one hour to unload your goods at the hall or take physically handicapped colleagues to the exhibition center. As access to the loading yards disrupts event operations, **deliveries via the loading yards may be made daily but only up to one hour prior to the commencement of the trade show and after it has finished in the evening. For this reason, all delivery vehicles must have vacated these yards by no later than one hour prior to the commencement of the exhibition.**

Given compliance with the departure time stipulated, your deposit will be returned to you upon your departure (please ensure that the entrance permit is displayed in a clearly visible location behind the windscreen).

If you do not depart by the departure time stipulated, the deposit of EUR 100 will be forfeited. Additionally, your vehicle will be removed from the grounds at your expense. Please inform your staff, stand personnel and suppliers accordingly.

If service or repair work takes longer than this, a special pass can be obtained from the TAS division.

**Entry to the grounds is not possible on the last day of the trade show from 12:00 (noon) until the official stand dismantling period commences.**

### ■ Long-term parking spaces

#### For passenger 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**.

#### For trucks

Parking spaces in the vicinity of the exhibition grounds will be available for your vehicles during the trade show. Detailed information about parking facilities will be made available to exhibitors by separate mail in good time before the start of the event. Long-term parking permits for trucks can be ordered with **order form 8.2**.

### ■ Alterations

**Messe München GmbH reserves the right to make alterations with respect to technical organization and safety.**



## ■ Operating Instructions

First, please enter your master data. Then select an order form from the list of contents. Complete the relevant form, ensuring that any additional pages are duly completed as well. Print out the form, then sign and legalize it with your company stamp.

Send the completed form by mail to the address indicated.

### Important notes

The completed forms can be saved using the free [Adobe Acrobat Reader](#) program from Version 8 or via the purchasable full version of Adobe Acrobat.

By using bookmarks, you can directly access the form required. Click on the bookmark button or on the text in the palette to directly access a subject using the respective bookmark.

In the list of contents, all completed forms will be automatically identified by a green check mark.

If you have any queries, please contact our

**Customer Interaction Center** by phone +49 89 949-11398 or at [info@inhorgenta.de](mailto:info@inhorgenta.de).

## ■ Input of Master Data

Please enter your master data here – this will then automatically appear on all your order forms.

You can also correct your entries on the individual order forms at any time. These changes will also be automatically saved to the master data file.

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Exhibitor

---

VAT no.

---

Street / P.O. Box

---

Country / Town / Postcode

---

Hall / Stand no.

---

Outdoor exhibition area / Block

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Contact

---

E-mail

---

Tel. with area code and ext.

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Fax with area code and ext.

## ■ Closing date: December 1, 2015

Orders must be received by the above date at the latest. The exhibition management accepts no responsibility for fulfilling orders received after this date.

Messe München GmbH reserves the right to charge an additional fee for late orders.

Payment of the participation fee is a precondition for the processing of orders submitted.

### Important Information

Important Information, Input of Master Data  
 Plan of the Service Facilities  
 Description of Halls and Outdoor Exhibition Area  
 Notice on Electrical Installation Work on Exhibition Stands  
 Notice on Fire Protection Measures at Trade Fairs and Exhibitions  
 Notice on Installation of Sprinkler-Compatible Materials and Fabrics  
 Notice on Hall Ceiling Suspension Systems  
 (incl. Safety Details Relevant to Means of Attachment)  
 Notice on Two-storey Stand Construction  
 Notice on Fire Safety Regulations in the Outdoor Exhibition Area  
 Notice on Stand Structures and Exhibits in the Outdoor Exhibition Area

### Marketing Services

M1 Package offers  
 M1.1 Premium Package  
 M1.2 Plus Package  
 M1.3 List of exhibitors  
 M1.4 List of trademarks  
 M1.5 Product index  
 M1.6 Logo in the hall plan  
 M1.7 Product presentations  
 M1.8 Ads in the printed media  
 M1.9 Advertisement in the Online Catalog  
 M1.10 Advertisements in the App  
 M1.11 VideoAd  
 M1.12 Press Services  
 M1.13 Correspondence and billing address  
 M1.14 Product index  
 M1.15 INHORGENTA MUNICH matchmaking  
 M2 Online Vouchers for One-Day Tickets  
 M3 Vouchers for One-Day Tickets  
 M5 Advertising Materials  
 M8 Visitor Tracking Solutions  
 M9 Press Compartments  
 M10 Press Conferences  
 M11 Lead Management Service and Visitor Count

### 1. Information about Stand Construction

1.1 Contractor Authorization/Stand Construction Registration  
 1.2 Application for Preventive Fire Protection Measures  
 1.3 Application for Special Stand Designs  
 1.4 Registration of Beverage Dispensing Equipment/Notification of Intention to Serve Food/Beverages  
 1.5 Registration of Laser and X-ray Equipment

### 2. Stand Constructions/Partitions

2.12 Wood Partitions  
 2.14 Ground Plan for Partitions / System Stands  
 2.15 Design Stands, Customized  
 2.17 General Terms of Business – MEPLAN GmbH

### 3. Electrical Installation

3.1 Main Electrical Connection, Halls  
 3.3 Additional Electrical Installations

### 4. Suspension Units/Rigging

4.1 Suspension Units, Halls  
 4.3 Lighting and Truss Systems

### 5. Sanitary Installations/Sprinklers/Compressed Air

5.1 Water and Sanitary Connections  
 5.3 Sprinkler Installation in the Halls  
 5.4 Compressed Air/Vacuum Connection

### 6. Information and Telecommunications Services

6.0 General Terms of Business – Information and Communications Services  
 6.1 Telefon / Telefax / Broadband Connection (TV)  
 6.2.1 Internet Access Halls  
 6.2.3 Additional Services Internet Access  
 6.4 Additional Communications Services  
 6.5 Ground Plan for Information/Telecommunications Services

### 7. Cleaning and Waste Disposal

7.1 Stand Cleaning & Services  
 7.2 Waste Disposal

### 8. Exhibitors' Passes/Parking Permits

8.2 Parking Permits  
 8.3 Munich Public Transport (MVV) Tickets

### 9. Security/Guard Service

9.1 Stand Security Service  
 9.2 Strongroom  
 9.3 Safe Deposit Boxes  
 9.4a Rental of Safes Gunnebo  
 9.5 Rental of Safes Dr. Heindl

## 10. Stand Services & Decoration

- 10.1 Mobile Cranes and Lifting Vehicles/Storage of Goods
- 10.2 Working Platforms

## 11. Flooring/Plants

- 11.1 Carpeting/Flooring Systems/Outdoor Wood Decking
- 11.2 Rental Plants, Floral Design and Decoration, BEKRA Pflanzenservice
- 11.3 Rental Plants, Floral Design and Decoration, Planter's Punch GmbH
- 11.4 Screening for Light Domes
- 11.7 Early Stand Setup

## 12. Furniture Rentals/Showcases/Electrical Appliances

- 12.1 Hummel Möbelverleih GmbH
- 12.2 Max Rappenglitz GmbH

## 13. Multimedia/Video/PC

- 13.1 Audio/Video/PC, Gahrens + Battermann GmbH
- 13.2 Audio/Video/PC/Lighting, BTL Veranstaltungstechnik München GmbH
- 13.3 Audio/Video/PC, Neumann & Müller GmbH & Co. KG

## 14. Catering/Tableware

- 14.1 Catering Services, Able Impuls- und Cateringservice
- 14.2 Catering Services, Käfer Service GmbH
- 14.3 Catering Services, Schuhbecks Partyservice GmbH & Co. KG
- 14.4 Rental of Tableware, Alles für Ihr Fest GmbH
- 14.5 Other Providers of Catering Services

## 15. Office and Conference Services

- 15.1 International Business Center IBC
- 15.2 Conference and Meeting Rooms

## 16. Employment Service

- 16.1 Hostesses/Hosts/Interpreters/Service Staff
- 16.2 Hiring of Male and Female Models
- 16.3 Personnel Recruitment

## 17. Insurance

- 17.1 Exhibitors' Liability Insurance
- 17.2 Transport Insurance and Insurance of Exhibits
- 17.3 Insurance for Watches, Clocks, Jewelry etc.

## 18. Hotel and Event Service

- 18.1 Hotel Request
- 18.2 Supporting Program/ Event/ Incentive

## 19. Miscellaneous

- 19.1 Trade Fair Presence Consulting and Services

## Technical Guidelines

## General Terms of Contract for Exhibitor Services of Messe München GmbH

## Exhibition Protection for Utility Models, Designs and Trademarks

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Exhibition Advisory and Consulting Services	19.1
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## R Service Form No.

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## S

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Screening for Light Domes	11.4
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Sprinkler System	5.3
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Stand Construction Registration	1.1/1.3
Stand Security Service	9.1
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Suspension Units/Rigging	4.1

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## Please note

For further services, see our homepage at [www.messe-muenchen.de](http://www.messe-muenchen.de)  
Please click the SERVICES button.





# Messe München Service-Einrichtungen/Service Facilities

1. Obergeschoss/1st Floor

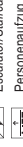
## Allgemeine Information

### General Information

Betrieb ist veranstaltungsabhängig  
Availability of services varies according to events



Escalator/Staircase



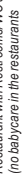
Elevator

## Gastronomie/Catering & Restaurants



Restaurant  
mit Toiletten und Wickelraum  
(keine Wickelmöglichkeiten in den  
Restaurants im Eingang West und Ost)

Restaurants with Restrooms/WC and Baby care  
(no baby care in the restaurants  
in the West and East Entrance)



Restaurant mit Selbstbedienung



Konferenz/Besprechungen

## Konferenz/Besprechungen

### Conference/Meetings



Konferenzräume

Conference Rooms

A11-A62, B11-B62, C11-C42



Besprechungsräume

Meeting Rooms

A110-A618, C110-C120

## Service/Services



Bavaria Lounge/VIP Lounge



Geldautomat

ATM, Cash Machine



Pressezentrum

Press Center



Raum der Stille

Prayer Room "Room of Silence"

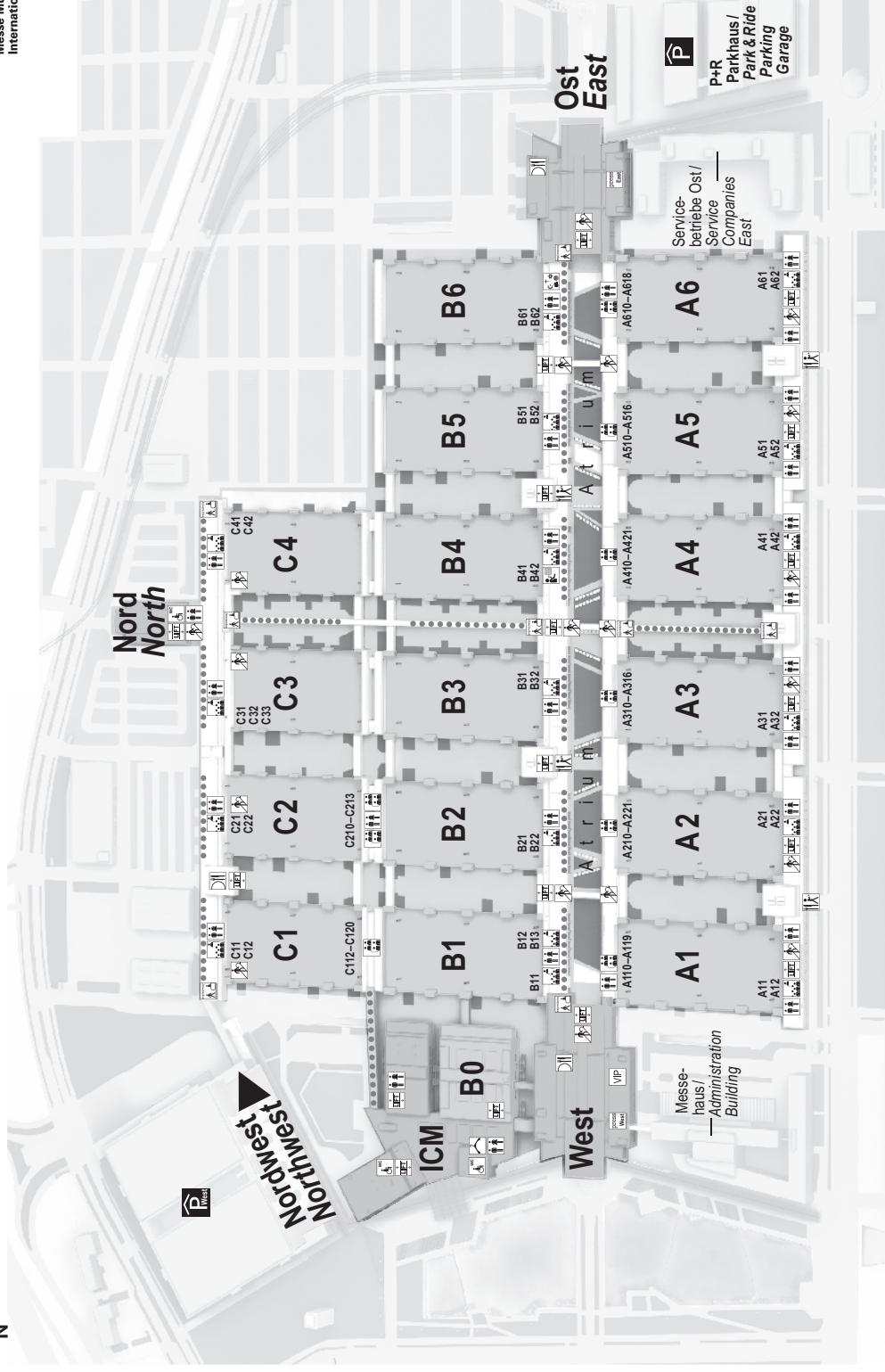


Toiletten

Restrooms/WC



Messe München  
International



# Notice

## Description of Halls and Outdoor Exhibition Area

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### Floors – permissible loads – gates

#### General

With the exception of Hall B0, it is possible to drive motor vehicles into the halls, but this is only permissible at walking pace. The underfloor utility ducts can withstand the weight of a vehicle when covered over. With evenly distributed load, their load-bearing capacity corresponds to that given for the respective hall floors. The maximum point load given for the hall floors excludes the areas of the utility ducts. Passenger and freight elevators shall not under any circumstances be loaded beyond the permissible limits. The handling of freight in passenger elevators and on moving staircases is prohibited.

Messe München GmbH is to be compensated by the exhibitor or its agents for any damage caused by non-compliance with these rules.

For details concerning the entrance buildings (max. permissible floor load 1 t/m<sup>2</sup> [10 kN/m<sup>2</sup>] on the ground floor), please contact the Technical Exhibition Services Division of Messe München GmbH.

Halls	A1–A6 B1–B5	B6 (High hall)	C1–C3	C4	B0
<b>Length</b>	161 m	161 m	143 m	139 m	65 m
<b>Width</b>	71 m	71 m	71 m	71 m	54 m
<b>Total exhibition area</b>	approx. 11,000 m <sup>2</sup>	approx. 11,000 m <sup>2</sup>	approx. 10,000 m <sup>2</sup>	approx. 10,000 m <sup>2</sup>	approx. 3,500 m <sup>2</sup>
<b>Clear height of longitudinal wall</b> (longitudinal hall sides between entrances)	approx. 5.70 m	approx. 7.80 m	approx. 5.70 m	approx. 5.70 m	approx. 4.00 m (longitudinal sides)
<b>Clear height of hall girder supports</b> (transverse hall sides)	approx. 10.75 m	approx. 15.25 m	approx. 10.75 m	approx. 10.75 m	–
<b>Clear height of tie</b> (hall center)	approx. 11.50 m	approx. 16.00 m	approx. 11.50 m	approx. 11.50 m	4.20 m (hall center)
<b>Hall floor</b>	mastic asphalt	mastic asphalt	mastic asphalt	mastic asphalt	parquet
<b>Permissible distributed load</b>	5 t/m <sup>2</sup> (50 kN/m <sup>2</sup> )	5 t/m <sup>2</sup> (50 kN/m <sup>2</sup> )	5 t/m <sup>2</sup> (50 kN/m <sup>2</sup> )	5 t/m <sup>2</sup> (50 kN/m <sup>2</sup> )	2 t/m <sup>2</sup> (20 kN/m <sup>2</sup> )
<b>Permissible point load</b> (support area 0.3 m x 0.3 m, spacing approx. 1.5 m) does not apply to utility duct cover	5 t (50 kN)	5 t (50 kN)	5 t (50 kN)	5 t (50 kN)	8 t (80 kN)
<b>Permissible floor compression</b> under wheel and individual loads	50 t/m <sup>2</sup> (500 kN/m <sup>2</sup> )	50 t/m <sup>2</sup> (500 kN/m <sup>2</sup> )	50 t/m <sup>2</sup> (500 kN/m <sup>2</sup> )	50 t/m <sup>2</sup> (500 kN/m <sup>2</sup> )	as per test
<b>Permissible vertical load</b> at each suspension point	100 kg (1 kN)	100 kg (1 kN)	100 kg (1 kN)	100 kg (1 kN)	100 kg (1 kN)
<b>Entrance gates: (Size) and [Number]</b> Vehicular access permitted No vehicular access	(4.5 m x 4.5 m) [6] (2.5 m x 4.5 m) [4]	(4.5 m x 4.5 m) [8] (2.5 m x 4.5 m) [2]	(4.5 m x 4.5 m) [6] (2.5 m x 4.5 m) [4]	(4.5 m x 4.5 m) [8] (2.5 m x 4.5 m) [2]	(12.5 m x 4 m) [1]
<b>Artificial illumination</b>	100 Lux/m <sup>2</sup>	100 Lux/m <sup>2</sup>	100 Lux/m <sup>2</sup>	100 Lux/m <sup>2</sup>	400 Lux/m <sup>2</sup>
<b>Ventilation</b>	partly air-conditioned	partly air-conditioned	partly air-conditioned	partly air-conditioned	partly air-conditioned
<b>Utility ducts transverse across hall: dimension between axes</b>	5 m	5 m	4.5 m (*)	4.5 m	4.85 m
<b>Width of utility ducts</b> <b>Width of utility duct cover</b>	0.35 m 0.43 m	0.35 m 0.43 m	0.35 m 0.43 m	0.35 m 0.43 m	0.35 m 0.43 m
<b>Utility connections:</b> – Water – Wastewater – Sprinklers – Compressed air – Gas (availability depending on area coverage)	DN 25/min. 3.5 bar DN 100 DN 50 DN 50/min. 10 bar DN 25/20 mbar	DN 25/min. 3.5 bar DN 100 DN 50 DN 50/min. 10 bar DN 25/20 mbar	DN 25/min. 3.5 bar DN 100 DN 50 DN 50/min. 10 bar DN 25/20 mbar	DN 25/min. 3.5 bar DN 100 DN 50 DN 50/min. 10 bar DN 25/20 mbar	DN 25/min. 3.5 bar DN 100 DN 50 DN 50/min. 10 bar DN 25/20 mbar
<b>Electricity supply</b>	200 W/m <sup>2</sup>	200 W/m <sup>2</sup>	200 W/m <sup>2</sup>	200 W/m <sup>2</sup>	200 W/m <sup>2</sup>
<b>Telecommunications</b> – User-neutral, wireline connections (phone, fax, analog, ISDN, DSL, LAN) – Wireless phone connections (DECT)	300 approx. 100	300 approx. 100	300 approx. 100	300 approx. 100	100 approx. 50
<b>Wideband connections (TV)</b>	150	150	150	150	56
<b>Fiber-optic connections</b> (Single-mode and/or gradient)	150	150	150	150	56

(\*) Hall C1 also has two utility ducts along the longitudinal axis of the hall.

Separate Technical Guidelines apply for the foyer of the ICM – Internationales Congress Center München.

<b>Outdoor exhibition area</b>	
<b>Width of access roads</b>	8 m or 12 m
<b>Road surface</b>	asphalt
<b>Surface of exhibition area</b>	gravel/grit mixture or seeded gravel bed (grassed over gravel-humus mixture; partially with chippings); partial areas asphalted
<b>Permissible floor load</b>	20 t/m <sup>2</sup> (200 kN/m <sup>2</sup> ) up to 50 t/m <sup>2</sup> (500 kN/m <sup>2</sup> ) (except for track route area)
<b>Illumination</b>	30 Lux/m <sup>2</sup>
<b>Connections:</b> – Water supply – Wastewater/Sewage	DN 40/min. 3.5 bar DN 100
<b>Electricity supply</b>	50 W/m <sup>2</sup>
<b>Telecommunications</b> – User-neutral, wireline connections (phone, fax, analog, ISDN) – Wireless phone connections (DECT)	1,400 approx. 200
<b>Internet connections</b>	on request
<b>Fiber-optic connections</b> (Single-mode and/or gradient)	approx. 100

For detailed information, please contact the Technical Exhibition Services Division of Messe München GmbH.

Electrical installation work on exhibition stands is generally to be carried out in compliance with the latest EN, DIN and VDE regulations and recognised technical practice. All work performed must be in accordance with the relevant safety requirements and, above all, with the provisions set out in DIN VDE 0100 parts 410, 520, 600 and 711, the VdS guidelines and the accident prevention code BGV A1, A3 and C1. Operating resources must be tested by a recognized European certification office (recognized testing bodies include VDE, OVE, etc.).

### The following points require particular attention in this context:

Electrical installation work may only be carried out by qualified electricians in accordance with the provisions set out under VDE 0100-200 and/or VDE 0105-100. The electricians concerned must be equipped with appropriate tools and work aids. The electrical installation system may only operate in a defect-free state and subject to testing in accordance with VDE 0100-600 having been conducted and documented. The measures required for operational safety purposes must have therefore been taken prior to activation of the system. Work may only be carried out on equipment that has been disconnected from the power supply.

**Anyone carrying out electrical installation work is individually responsible (i.e. personally liable) for assuring compliance with relevant electrical installation requirements and recognized technical practice!**

### ■ Power supply/Main distributor panel

The stand must be equipped with a single switch (master switch) – residual current protective devices do not count as master switches – via which the complete electrical installation, with the exception of refrigerators, fax machines, electronic storage devices, can be deactivated.

The master switch and the main distributor panel on the stand must be located in such a way that they are accessible at all times. Any electrical faults must be rectified properly by persons qualified to do so without delay. The power supply is provided in the form of a TN-S system (3 phases, one zero conductor, one earth conductor).

AC voltage: 230 V ( $\pm 10\%$ ) / 50 Hz

Three-phase voltage: 400 V ( $\pm 10\%$ ) / 50 Hz

### ■ Protective measures

As an additional safety precaution, all circuits protected via fuses or miniature circuit breakers must also be fitted with a residual current device (RCD).

**Maximum differential current 30 mA ( $\Delta I = 0.03$  A).**

**Frequency-controlled machinery (e.g. appropriate machines, robots, motors) is to be equipped with B SK-type RCDs (AC/DC-sensitive).** Kindly consult a relevant Messe München GmbH-approved contractor in this respect. Connecting different types of RCD in series is not admissible.

**Important to note:** The permanently installed supply points (power sockets) in the exhibition halls are **not** operated via a residual current device (RCD). There are, however, special supply points with RCDs fitted upstream of them; please ask the hall inspector or the Technical Exhibition Services Division where they are located.

All appliances, lamps and other equipment must be properly earthed unless the items concerned are protectively insulated (safety class 2) or run on protective low voltage (voltage range 1, SELV).

Stand structures made of metal, conductively interconnected metal parts and large metal parts to which electrical cables or equipment are fitted must be connected to the protective equipotential bonding (properly earthed). If electrical distributor panels from Messe München GmbH are used, the earthing work may only be carried out by electrical contractors approved by Messe München GmbH.

Cross-beams with lighting installations must be fitted with an additional protective equipotential bonding device (copper, min. 10 mm<sup>2</sup>) by the company installing the equipment. The potential equalization device concerned must connect up with the master equipotential bonding facility in the utility duct (this also applies to conductive stand components where applicable). The transfer point on the hall floor must be ordered via form 3.1. The potential equalization connection between the transfer point and the cross-beam with the lighting installation can be fitted by exhibitors themselves or ordered via the service company responsible for suspension units.

### ■ Cabling

All cabling must be installed and secured properly by persons qualified to do so. The external insulation of the cable (sheathing) must be inserted into the given appliances, lamps, plug devices, etc. All cabling must be effectively pull relieved.

The cable and wire used must be approved for usage in conjunction with the given type of installation and comply with the required sizes and specifications (DIN 57298/VDE 298). The minimum sectional area should be 1.5 mm<sup>2</sup>.

If cables are not connected via plugs, they must be connected via clamp connections in hermetically sealed distribution boxes. Clamp connections installed without enclosures are prohibited.

If the cable runs where it may be trodden on, it must be provided with mechanical protection of some form and/or only such cable may be used as is explicitly approved for areas subject to high mechanical stress (minimum H05RN-F). The usage of flat cabling is not permitted (with the exception of flat cabling certified by a recognized European certification office)! The cabling and wiring should be installed such that people cannot stumble over it.

### ■ Lamps in general

Lamps must be secured in such a way as to prevent them from falling down. All lamps must be secured via two mutually independent mountings (please note that support cables or chains count as secondary mountings) that are able to carry a load five times as heavy as their own weight. These are absolutely essential for installation heights of **2.50 m** and more (see under conductor rails/lighting bars too) or weights of **2 kg** upwards. The usage of cable and straps made of either natural or synthetic fibers (e.g. cable ties) for this purpose is prohibited. Support cables must be made of a non-flammable material. This also applies to lighting bar systems!

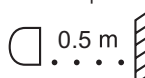
All lamps are to be equipped with some form of mechanical protection e.g. protective basket or safety screen or must have a retaining device that prevents the lamps or parts thereof from falling out.

The installation of lamps on flammable materials, e.g. wood, is only admissible if:

- a) the manufacturer's specifications do not prohibit this explicitly,
- b) the lamps are located at a distance of at least 35 mm from the mounting surface or
- c) the lamps are mounted on to a non-flammable, temperature-insulating surface with a minimum thickness of 10 mm.

This applies in equal measure for sockets or other equipment that is/are fitted to flammable materials. The same requirements also apply to lamps installed in flooring.

Sufficient distance should be left between the lamp and any flammable materials in accordance with the given manufacturer's specifications (relevant markings generally on the lamp itself). The minimum distance is 0.5 m!

e.g.  0.5 m minimum distance to the area to be lit (0.5 m in example shown)

If conductor rails/lighting bars are used, it is vital that the relevant insulating end pieces are inserted into the conductor rail to ensure that the current-carrying conductors cannot be touched. The minimum installation height of lighting bars is 2.50 m. Installation below this height is only possible if the bar is fully covered. Complete protection against touching must be guaranteed! The conductor rail is to be fastened to the given surface in a mechanically effective manner using non-flammable connections (e.g. screws, metal straps, etc.). Plastic cable ties may be used only as additional mounting aids.

## ■ Photovoltaic systems/

### Electric power generation plants

When presenting photovoltaic systems or other electric power generation plants, a deactivation device ('fireman's switch') must be fitted in a clearly visible location that is accessible at all times for deactivating the system or plant in case of danger (with the exception of such systems or plants as do not generate open-circuit voltage in excess of 120 V DC). DIN VDE 0100 T 712 and DIN VDE 0126 requirements are to be observed and a test report in accordance with VDE 0126-23 drawn up and presented on request. The given stand is to be registered with the Technical Exhibition Services Division and identified with a sign marked 'PV System'.

## ■ Low-voltage lighting

In the case of halogen lamps, bulbs must be prevented from falling out by means of suitable retaining devices (e.g. clamps, claws or springs). The plug-in connection with the base offers insufficient security on its own!

All cabling must be insulated up to the lamps (varnish/paint is not acceptable as insulation). This also applies to structural parts that are used as live conductors.

### Transformers:

Only such safety transformers as are approved for the specific area of application may be used. When installing such lighting, particular attention must be given to ensuring unrestricted heat dissipation (distances to be observed in accordance with markings printed on product and/or manufacturer's specifications). Transformers require both primary and secondary fusing. Any transformers not equipped with secondary fusing must have it retrofitted. Maximum fuse size is 25 A depending on the size of the transformer.

The fuse must be able to mechanically counter the anticipated short circuit current. Ideally, electrical overload protectors (response tolerance in case of failure  $\pm 60$  W) should be used.

Electronic transformers may be operated without secondary fusing only if they have been tested by an approved European certification body.

**Caution: electronic transformer cabling may not exceed 2 m in length!**

## ■ Neon lighting systems/signs

Systems with electrical discharge lamps: systems with any form of fluorescent signs or lamps used as illumination units on a stand or as exhibits with a rated power supply in excess of AC 230/400V must comply with the following requirements: the illuminated sign or lamp must be out of arm's reach (minimum height 2.5 m) or adequately protected to reduce the risk of injury (break-proof, transparent cover).

## ■ Use of electrical equipment

All electrical equipment used at the exhibition center of Messe München GmbH and on its grounds must be in a proper, safe and tested state and handled in the designated manner. This includes fixed-site equipment such as permanently installed steam cookers, permanently installed hot-air ovens, exhibition machines and installations, etc. (see definition) and mobile equipment such as electric drills, hand-held circular saws, coffee machines, etc. (see definition).

All equipment (including private devices) brought to the exhibition center must have an inspection sticker affixed to them, showing the month and year of the next inspection. At the request of Messe München GmbH, the inspection report of the last inspection conducted is to be presented setting out details of the basis of the inspection, the inspection procedure and the nature and scope of the inspection. The inspections must have been conducted by a person authorized to do so in accordance with the Operating Safety Directive (BetrSichV) in conjunction with the Technical Rules for Operating Safety 1203 (TRBS 1203). The interval between the inspections to be carried out should be determined via a risk assessment process. Equipment is to be secured after the workplace has been vacated such that it poses no risk to persons or property. All equipment used is subject to a ban on the manipulation of protective and safety facilities, see notably DGUV regulation 1 (BGV A1) paragraphs 15 and 16 and StGB paragraph 145.

### Definition:

Mobile electrical equipment is such equipment as can be moved during operation or easily taken from one place to another while it is connected to the power supply circuit (see also section 826-16-04 DIN VDE 0100-200).

Fixed-site electrical equipment is such as is permanently installed or as has no carrying fixtures and is so large that it cannot be moved easily. This also includes such electrical equipment as is permanently installed for a temporary period and is operated via mobile connecting cables (see also section 826-16-06 DIN VDE 0100-200).

## ■ Please note

Any instructions given by electrical installation experts appointed by Messe München GmbH must be followed. In the event that the aforementioned requirements and/or instructions are not complied with, the exhibition stand concerned will be denied access to the power supply for safety reasons.



# Notice

## Fire Protection Measures at Trade Fairs and Exhibitions

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### ■ Alarming of fire brigade and fire-extinguishing facilities

Fire protection facilities and information as to the required behavior in case of fire are located inside the given hall next to each exit.

In the event of fire or smoke being detected, alarm the fire brigade in **all cases** by pressing one of the push-button fire alarms.

The fire hydrants, push-button fire alarms, smoke extractor triggering devices and fire extinguishers located in the halls must not be obstructed, or rendered unrecognizable or inaccessible.

### ■ Areas designated for use by fire brigade

The areas designated for access and turning for use by the fire brigade must be kept clear at all times. Vehicles, semi-trailers, containers, tanks and/or empty packaging of any kind may only be parked or stored on the areas designated for this purpose during the stand set-up and dismantling periods. Please consult our "Traffic Guide" for further information.

### ■ Emergency exits, hall aisles

All exits and aisles forming part of the permanent lay-out of the halls shall be kept free and unobstructed over their full width at all times. The exits including the signs indicating them must not be blocked, covered by drapings or rendered inconspicuous in any other way. Information counters, tables or similar items are to be placed far enough away from entrances, exits and the approaches to staircases.

### ■ Stand design

The following minimum requirements apply: Stands with a floor area of up to 100 m<sup>2</sup> require one exit with a clearance width of at least 0.90 m. Stands with a floor area of more than 100 m<sup>2</sup> require two exits, each with a clearance width of at least 0.90 m. Stands with a floor area of more than 200 m<sup>2</sup> require two exits, each with a clearance width of at least 1.20 m. For stands with a floor area of more than 400 m<sup>2</sup>, Messe München GmbH's Technical Exhibition Services Division (TAS) stipulates the number of exits and their respective clearance width in compliance with the statutory and regulatory requirements valid at the given time.

Any partitioned rooms on stands in the halls used by staff must offer users an unobstructed line of sight in the direction of escape towards the nearest emergency escape/rescue route. Such rooms used by staff as may be accessed or left via a partitioned room only ('trapped' rooms) are not permitted on stands located in halls. All measures that compromise a clear line of sight in the direction of escape of the nearest emergency escape/rescue route or its accessibility are prohibited. Messe München GmbH reserves the right to impose any safety- or fire protection-related demands that may become additionally necessary until such time as stands undergo official acceptance.

If within a given stand the maximum length of an escape route to a hall aisle exceeds 10 m, the stand must be equipped with a second exit and/or an aisle at least 2.0 m wide leading to a hall aisle. If hall exits are located within a stand, the width of the exit is not to be narrowed. The escape routes in the hall must be indicated and approved by the Fire Department. Exit signs must not be obstructed from view.

As a rule, the defined hall aisles must not be built over.

### ■ Decorations

All materials used for decorative purposes should be at least flame-retardant (in accordance with DIN 4102 or DIN EN 13501-1) – certification must be provided. If flame-retardance is to be achieved after the stand is set up, this is only permissible for small areas with officially approved flameproofing agents in accordance with the instructions for use. The use of materials which are easily flammable or melt, drip or give off toxic gases when exposed to heat is not permitted. The use of synthetic materials (e.g. polystyrene, polyurethane rigid foam, expanded polystyrene, etc.) which produce large amounts of soot when on fire, is not permitted. Proof must be provided of the flame-retardant properties of the materials when installed.

### ■ Cut trees and plants

may only be used for decorative purposes when green. If, during the course of the trade fair, trees and plants have dried out and thereby become more easily inflammable, they must be removed. Trees must be free of branches up to about 50 cm above the floor. Peat must always be kept damp (risk of ignition by cigarette butts, matches, etc.).

### ■ Electrical installation and electrical appliances

All electrical equipment must be installed in compliance with the safety regulations of the VDE (Association of German Electrical Engineers).

Electrical distribution points are to be kept clear of storage areas.

Electric cooker plates, irons, grills, cookers, immersion heaters and other electrical appliances are to be adequately supervised during operation. They must be placed on fire-proof, heat-resistant bases so that even in the case of excessive heat, inflammable objects in their vicinity cannot be ignited.

### ■ Fire extinguishers

Fire extinguishers which are kept on the exhibition stand, should, on principle, be water extinguishers as per EN 3 or DIN 14406. (In kitchen and technical areas, carbon-dioxide extinguishers (capacity min. 5 kg) and one fat fire extinguisher (content min. 6 l) in areas where deep-fat fryers are operated as per EN 3 or DIN 14406 should be provided).

### ■ Safety lighting

Stands whose specific design or structure render the existing general safety lighting ineffective, must be equipped with their own, additional safety lighting in accordance with VDE 0100-718, DIN 50172 and DIN EN 1838. It must be installed such that safe orientation and access to the general escape routes is guaranteed.

### ■ Packing material

Packing material, transport crates and the like which are not needed during the exhibition are to be kept outside the halls and loading yards. During stand set-up and dismantling periods, escape and rescue routes within the halls must be kept clear; any transport and packing materials and items of equipment no longer needed are to be removed immediately from the halls.

### ■ Ashtrays

An adequate number of ashtrays and wastepaper baskets (cigarette butts, matches, etc. separate from paper) are to be made available in the exhibition stands and emptied into non-combustible, tightly closing containers.

### ■ Internal combustion engines

Internal combustion engines (e.g. in cars) must not be demonstrated in operation in the halls. Fuels must not be stored on the stand.

The contents of vehicle tanks must be reduced to the volume necessary for entering and leaving the grounds.

The fuel tank is to be locked and, at Messe München GmbH's request, the battery disconnected.

### ■ Ceilings and canopies

Irrespective of their size, stand coverings of any kind are subject to approval and must be registered in writing with Messe München GmbH's TAS (see form 1.2 "Application for Preventive Fire Protection Measures" of the Order Forms for Exhibitor Services). All stand coverings require the prior, written approval of the TAS.

They must be at least flame-retardant (in accordance with DIN 4102 or DIN EN 13501-1) – certification must be provided – and must be fitted with a sprinkler system when constituting a single covered surface of more than 30 m<sup>2</sup>. In this case, one sprinkler unit must be installed for every 12 m<sup>2</sup> of covered space or part thereof; all rooms or booths contained within this area must be incorporated within scope of the sprinkler system. In this context, please note the information shown on the "Notice for Installation of Sprinkler-compatible Materials".

Other regulations apply to **Hall B0** and the entrance areas.

**Further information is available from Messe München GmbH's Technical Exhibition Services Division.**

### ■ Please note

The Technical Guidelines of Messe München GmbH apply in addition.

**Please also observe the provisions stated in form 1.2 of the Order Forms for Exhibitor Services.**

**We expressly reserve the right to impose further conditions if the need for them only becomes apparent during the course of the trade fair.**

# Notice

## Installation of Sprinkler-compatible Materials and Fabrics

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### ■ Stand ceilings and canopies – general information

Stand ceilings and canopies in Halls A1–6, B1–6, C1–4 must generally be fireproofed (to DIN 4102 or DIN EN 13501-1) and, if constituting a single covered area of 30 m<sup>2</sup> or more, equipped 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). 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. Companies supplying such materials are listed below.

#### Important:

Irrespective of their size and design, stand ceilings and canopies **must always** be registered via Form 1.2 of the Order Forms for Exhibitor Services **and** always require the written approval of Messe München GmbH, Technical Exhibition Services Division (TAS), coordinated with Munich Municipal Fire Department.

Other regulations apply to **Hall B0 and the entrance buildings**.

- The 30 m<sup>2</sup> ruling does not apply.
- Hall B0: ceilings/canopies > 1 m in width must be equipped with a sprinkler system.
- In the entrance buildings there is absolutely no possibility of installing a sprinkler system.

Please contact the TAS Division for further information.

### ■ Please note

Your team of the Technical Exhibition Services would be pleased to assist with further information.

### ■ Supply sources for sprinkler-compatible materials and fabrics

#### Dieter Cronenberg GmbH & Co. KG

Worringer Str. 17  
40211 Düsseldorf  
Germany  
Tel. +49 211 1775012  
Fax +49 211 1775050  
a.cronenberg@cronenberg-buehnenbedarf.de  
www.cronenberg-buehnenbedarf.de

#### Rudolf Stamm GmbH

Sigmund-Riefler-Bogen 16  
81829 München  
Germany  
Tel. +49 89 945483-3  
Fax +49 89 945483-0  
info@rs-stamm.de  
www.rs-stamm.de

### ■ Basic requirements for mesh fabrics

The aforementioned materials can be used to cover areas in excess of 30 m<sup>2</sup> on **single-storey** stand structures to the extent that they are fireproofed and certified to DIN 4102 or EN 13501-1 and, **at the same time**, approved by VdS Schadenverhütung GmbH in Cologne for usage in conjunction with sprinkler-protected risks.

#### When fitting mesh fabrics on exhibition stands, it should be noted that:

- the fabric covering is to be firmly braced to prevent sagging
- the fabric covering should be braced horizontally and as a single layer
- the manufacturer's installation instructions ensuring the given fabric's sprinkler compatibility must be observed
- hall aisles may not be covered over.

#### When fitting mesh fabrics, it should also be noted that:

- the maximum permissible **continuous** covered area (i.e. without any strut support) is 30 m<sup>2</sup>
- the maximum permissible size of a **continuous** covered area in the exhibition halls is variable depending on the installation height and lies between 100 m<sup>2</sup> (h = 7.5 m) and 400 m<sup>2</sup> (h = 3.0 m)
- The minimum vertical clearance between sprinkler and fabric covering at any point is 0.5 m.

### ■ Smoke-out fabrics with fusible lines

**Fabrics with smoke-out protection are no longer recognized by VdS and may therefore not be used.**

Suspension units may only be attached to the roof-supporting framework and altered by the accredited Messe München GmbH service firms (e.g. opening a bridge). Orders for suspensions must be made in writing to the Technical Exhibition Services Division (TAS) of Messe München GmbH, by means of form 4.1.

The construction to be suspended may be situated only within the limits of the stand. Any intended suspension point on the roof construction of the halls can be loaded to a maximum of 100 kg **perpendicularly**. The maximum area load is 5 kg/m<sup>2</sup> stand area. Suspension units for heavier loads only on request. At the end of each fastening point (interconnection point) is an "O" ring.

**For reasons of safety, the following types of suspension are not permissible:**

- Suspension of stand components
- Securing of stand components or exhibits (stand components or exhibits must stand securely on their own)
- Suspended constructions connected rigidly or by force of gravity with the hall floor.

The use of lifting devices (e.g. chain hoists, motor hoists) absolutely must be discussed and agreed with the respective contracting firm of Messe München GmbH.

With regard to the attachment of objects to be suspended, the relevant safety regulations are to be complied with. These also and especially include BGV A1 (employers' liability against occupational accidents, general regulations), BGV C1 (stage performance: places of events and production), BGV D8 (winches, lifting and pulling devices) and, if applicable, the VStättV directive governing places of assembly (see also the provisions set out under IGVSQ P1 relevant to truss systems).

**The following details and enumerations serve as an overview and do not claim to be complete.**

**Spotlights, loudspeakers, effects devices etc. are always to be provided with a second independent safety facility (safety cable)! Compliance with the provisions set out under BGI 810-3 is required with regards to the dimensioning of the safety cables. The safety attachment is to be executed in such a way that the falling distance does not exceed 20 cm.**

**Lighting truss systems must be fitted by the system installer with additional protective potential equalization (copper, min. 10 mm<sup>2</sup>) as per VDE 0100 part 711. Use form 3.1 to order the power supply transfer point at ground level. The equipotential bonding lead between this transfer point and the lighting truss system may be carried out by the exhibitor's own electricians or be ordered for execution by the accredited electrical contractor.**

### ■ Permissible means of attachment

**Nominal load at 0.5 times the carrying capacity value indicated by the manufacturer and not exceeding one tenth of the minimum breaking force. Cables and straps may be loaded to a maximum of one twelfth of the minimum breaking force.**

**Ensure that edges are protected! The edge radius must be at least as large as the diameter of the means of attachment (cable, span set etc.). Means of attachment made of synthetic fibers are not suitable for use close to spotlights.**

- Wire cable in accordance with DIN EN 12385, generally round strand cable, standard 6 x 19 FC in accordance with EN 12385-4, with approval
- Short-linked chains with approved appurtenances, quality class 8 in accordance with DIN 685, with approval
- Textile span sets in accordance with DIN EN 1492, with approval and indication of carrying capacity with the use of an additional safety facility (safety cable) made of wire cable or chain
- Aluminum or steel clamps which are approved for the respective trusses (appurtenances).

### ■ Permissible carrying devices:

- Chain motors in accordance with BGV C1
- Chain motors in accordance with BGV D8 with wire cable or chain "hung dead" (parallel load-carrying to bypass the motor)
- D8 Plus chain motors in accordance with IGVSQ P2 with overload monitoring.

**Nominal load: see manufacturer's specifications.**

### ■ Permissible means of fastening

Nominal load at 0.5 times the carrying capacity value indicated by the manufacturer and not exceeding one tenth of the minimum breaking force.

- Shackles, straight and curved, quality class 6, according to DIN EN 13889, with indication of carrying capacity; for dynamic loads (e.g. suspension of loudspeakers), only with safety split pin or retaining nut
- Quick-connection element with clamping nut (quick link) acc. to with DIN 56 926, with indication of carrying capacity
- Cobra fork head hooks – only in connection with chains acc. to with DIN 685
- Turnbuckles with closed eyes, e.g. acc. to with DIN 48334, with indication of carrying capacity; for dynamic loads (e.g. suspension of loudspeakers), only with safety split pin and retaining nut
- "O" rings, closed, with indication of carrying capacity.

### ■ Permissible cable end connections

- Rope sockets (symmetrical) acc. to EN 13411-7; for dynamic loads (e.g. suspension of loudspeakers), only with rope clamp (eccentric) acc. to DIN 1142
- Asymmetrical rope sockets (wedge end clamps) acc. to EN 13411-6; for dynamic loads (e.g. suspension of loudspeakers), only with rope clamp (eccentric) acc. to EN 13411-5
- Wire rope clamps acc. to DIN 3093, only with cable eye stiffener in acc. to DIN 3090.

### ■ Impermissible means of attachment

- Wire cable without approval
- Covered wire cable
- Long-linked chains (inner length of the link > three times the nominal diameter of the chain material)
- Untested chains
- Cable binders
- Textile span sets without approval and indication of carrying capacity, or without the use of an additional safety facility made of wire cable or chain
- Damaged means of attachment (e.g. kinked cables, span sets with damaged covering, span sets without label/tag)
- Wire cable holders (with the exception of those carrying a BGV test certificate sticker and following consultation with the relevant Messe München GmbH contractor).

### ■ Impermissible carrying devices

- Chain motors in accordance with BGV D8 without safety cable (i.e. not "hung dead" in the wire cable or chain).

### ■ Impermissible means of fastening

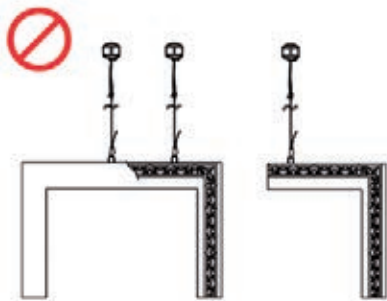
- Carbine swivels, unscrewed
- Carbine swivels, screwed
- Open hooks
- Turnbuckles in open form in accordance with DIN 1480
- Quick-connection element with clamping nut (quick link), without indication of carrying capacity
- Textile span sets as connections between two cross-beams
- Further means of fastening without indication of carrying capacity.

### ■ Impermissible cable end connections

- Rope clamps (eccentric) in accordance with EN 13411-5
- Rope clamps (eccentric) in accordance with DIN 741.

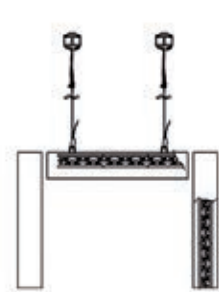
**See also illustrations of safety details relevant to means of attachment on page 2.**

Not permitted!



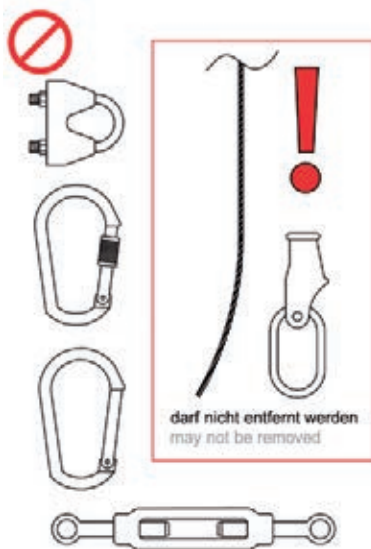
- Securing/Suspending of stand components or exhibits
- Suspended structures connected rigidly or by force of gravity with the hall floor

Permitted!



- Suspension units for lighting systems, cross-beams and banners

Not permitted!



- Carbine swivels unscrewed/screwed
- Rope clamps (eccentric)
- Tension locks without safety cotter pin or counter nut

Permitted!



- e.g. shackles with indication of carrying capacity
- e.g. quick-connection element with clamping nut (quick link) with indication of carrying capacity

Not permitted!



- Long-linked chains (inner length of the link > 3 times the nominal diameter of the chain material)
- Textile ropes/plastic coated steel cables

Permitted!



- Short-linked chains quality class 8/DIN 685
- Round strand cable in accordance with EN 12385



# Notice

## Two-storey Stand Construction

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### ■ Halls

#### ■ General conditions

Two-storey stand construction is permitted with the approval of Messe München GmbH's Exhibition Management, the Technical Exhibition Services Division (TAS) team responsible and the Munich Municipal Fire Department in the following halls: **A1-A6, B1-B6, C1-C4.**

Approval for two-storey stands depends on the position of the stand within the hall, and the area it occupies. Since consideration must be given to the overall general appearance of the hall in question, the visibility of signs, and the visual effect on neighboring stands, two-storey constructions may be limited in number or prohibited altogether.

Two-storey constructions must be designed in such a way that it is possible to install and dismantle them within the designated set-up and dismantling periods.

No upper storeys may be built across aisles.

The price of the usable space on the upper floor is calculated as a percentage of the rate for ground floor space.

In the case of infringement of any of the conditions specified here, Messe München GmbH reserves the right to take action in accordance with the General Terms of Participation.

#### ■ Approval procedure

The construction application must be submitted to Messe München GmbH – for the attention of the TAS division responsible – at the latest **six weeks** before stand set-up is due to begin. The following documents must accompany the application:

- Forms 1.2 and 1.3 of the Order Forms for Exhibitor Services, in duplicate
- Ground plan of ground floor, dimensioned, in quadruplicate
- Ground plan of upper floor, dimensioned, in quadruplicate
- Front and side elevation plans, dimensioned, in quadruplicate
- Sectional drawings, dimensioned, in quadruplicate
- Verified static load plan with statics test report or statics calculation, in duplicate
- Specification of planned construction, in duplicate
- Any documentation relevant to the given glass structure (installation site of glazing, glass type, glass thickness, type of mounting, pane size)

**All documents are to be submitted in German, and all drawings to scale and dimensioned. Documents submitted by fax cannot be processed.**

The costs of the approval procedure are to be borne by the exhibitor.

Please note that irrespective of any approval granted for the stand design the builder and/or operator of an exhibition stand is/are responsible for compliance with public statutory regulations, such as the Bavarian Building Regulations (BayBO), insofar as applicable to exhibition stands, as well as with the Terms of Participation of Messe München GmbH.

#### ■ Stand construction

Stands may be installed conventionally or using modular system elements. Materials standard in exhibition stand construction are to be used for floor and wall coverings and ceilings. Easily flammable materials may not be used. The height clearance of rooms inside the stand on both ground and first floors must be at least 2.4 m in the case of stands with two storeys. No anchorages in hall floors are allowed.

##### Positioning of cabins/Design of upper storey

Stairways, open cabins, terraces and catering areas must be set back a distance of at least 3 m to the neighboring stands. If it is not possible to maintain this distance, a closed partition of at least 2 m in height must be installed here as a screen. The side facing the neighboring stand must be finished in white and be of neutral and clean appearance. The neighbor is permitted to use this surface for promotional purposes.

##### Balustrades

Balustrades must be at least 1 m in height. They must be equipped with at least upper, central and lower cross-supports. Where open at floor level, an anti-roll batten must be installed on the floor (height  $\geq 0.05$  m). To prevent objects (such as wine glasses) being placed on balustrades where they can easily fall off, the handrails or tops of balustrades must be circular or rounded in shape.

##### Stairways/Emergency rescue and escape routes

All stairways must be built to comply with DIN 18065. The width of the escape/rescue routes (exits, stairways, aisles) must be based on the largest-possible number of persons using them and sized accordingly.

They must have a throughout width clearance of at least 1 m. The height between steps may not exceed 19 cm and the step depth must be at least 26 cm. The use of winding or spiral stairways on any escape routes required is not admissible. Handrails must offer a secure grip and be of a continuous nature. Two handrails (one each side) are required for stairways wider than 1 m.

Stairways necessary for upper floors under 100 m<sup>2</sup> in area: only one stairway is required that must emerge beyond the covered area of the stand.

Stairways required for upper storeys in excess of 100 m<sup>2</sup> in area: at least two stairways are required, located at opposite ends of the stand, one of which must emerge beyond the covered area of the stand.

No items may be stored or shelving installed in areas on or under stairways without risers.

#### ■ Net loads/Load-bearing capacity

##### 1. Ceiling strength:

The net load of the floor of the upper storey of a two-storey stand within an exhibition hall must comply with DIN EN 1991-1-1 (2010) in conjunction with DIN EN 1991-1-1/NA (2010) Table 6.1 DE as follows: if the storey is used for meetings and customer service purposes, i.e. it is furnished with tables and chairs in a free arrangement or in meeting cubicles, it must withstand a net load of 3 kN/m<sup>2</sup>. For unlimited use as an exhibition or sales area, as an assembly room with or without rows of chairs, the floor of the upper storey must be able to withstand a net load of 5 kN/m<sup>2</sup> (Category C3). The respective use made of it must be marked clearly in the plans submitted for approval purposes.

##### 2. Strength of stairways:

Stairways must always be able to withstand net loads of 5 kN/m<sup>2</sup>.

##### 3. Strength of balustrades/banisters:

Balustrades and banisters must be designed to withstand loads of 1 kN/m at handrail height.

##### 4. Pressure on hall floor:

Proof must be provided that the pressure applied by the supports does not exceed the maximum permissible pressure the hall floor can withstand ( $\leq 500$  kN/m<sup>2</sup>).

##### 5. Wind loads inside buildings (horizontal equivalent distributed load):

Upright structural elements or special constructions (e.g. freestanding walls, tall exhibits, tall decorative elements) that may fall over, must be able to withstand the following horizontally impacting equivalent distributed load  $q_h$ :

$q_{h1} = 0.125$  kN/m<sup>2</sup> up to 4 m height from upper edge of floor;

$q_{h2} = 0.063$  kN/m<sup>2</sup> for all surfaces above 4 m in height from upper edge of floor. The reference surface in such cases is the surface potentially exposed. The verification documentation drawn up for this purpose is to be provided at the request of Messe München GmbH (extract from the Technical Guidelines).

##### 6. Horizontal stabilization (bracing):

In addition to the equivalent distributed load ( $q_e$ ) for the stabilization of special constructions, the horizontal load is to be assumed to be 1/20 or 5% of the vertical load (net load)!

#### ■ Fire prevention regulations

(see also form 1.2 and "Fire Protection Measures at Trade Fairs and Exhibitions" notice for more details)

The maximum length of any escape route from the upper floor to a main hall aisle (connection between the hall gates situated opposite each other) should be 25 m. If the area covered by the upper storey exceeds 30 m<sup>2</sup>, a sprinkler system must be installed in accordance with VDS regulations, with one sprinkler unit to be installed for every 12 m<sup>2</sup> or part thereof of space built over or covered. All rooms in this area must be included in the protection provided by the sprinkler system.

No area of the upper storey may have a closed ceiling or canopy. Metal modular ceilings with a grid opening of at least 1 x 1 cm are allowed. Inclusive of lighting elements, the air permeability of the open area must comprise at least 70%.

Any partitioned rooms on stands in the halls used by staff must offer users an unobstructed line of sight in the direction of escape towards the nearest emergency escape/rescue route. Such rooms used by staff as may be accessed or left via a partitioned room only ('trapped' rooms), are not permitted on stands located in halls. All measures that compromise a clear line of sight in the direction of escape of the nearest emergency escape/rescue route or its accessibility are prohibited. Messe



München GmbH reserves the right to impose any safety- or fire protection-related demands that may become additionally necessary until such time as stands undergo official acceptance.

Up until final approval of the completed stand, additional safety or fire prevention measures may also be imposed if deemed necessary.

## ■ Outdoor exhibition area

Please give special attention to the "Notice on Fire Protection Measures in the Outdoor Exhibition Area" and "Notice on Stand Structures and Exhibits in the Outdoor Exhibition Area" with regard to two-storey stand construction in the outdoor exhibition area.

# Notice

## Fire Safety Regulations in the Outdoor Exhibition Area

Page 1 / 1

### ■ General

Roads and vehicle access areas may not be blocked by stand structures or other such items at any time including stand set-up and dismantling periods. As fire service access routes, they are to be kept clear across their entire width. Fire hydrants, emergency telephones and other safety facilities must be freely accessible and visible at all times; they may not be blocked, built around or modified.

### ■ Stand design, stand construction, signage

**Please note specifically the regulations and guidelines governing the construction and operation of temporary structures (FIBauR) in the versions valid at the given time.**

Each stand unit on each storey must have at least two separate escape/rescue routes. Each point on the stand must have access to an exit leading to the open air within a maximum distance of 30 m.

In the case of multi-storey stands, each storey has to have access to at least one exit leading directly out into the open. Please note DIN 18065 for staircase design. The use of winding stairways is not admissible. The space underneath stairways may not be used for storage purposes.

A minimum clearance of 10 m is required between stand structures measuring > 75 m<sup>2</sup> (e.g. tents, container installations, etc.). The clearance required must as a general rule be kept clear. Kindly contact the Technical Exhibition Services Division (TAS) of Messe München GmbH with regard to the positioning of stand structures measuring > 75 m<sup>2</sup> no later than six weeks prior to the commencement of the stand set-up period. It may be necessary to coordinate compliance with the minimum clearance requirement with neighboring stands or to carry out additional building work (e.g. construction of fire-resistant walls).

For stands with partitioned areas (notably offices, staff rooms and meeting rooms, etc.) without secured escape/rescue routes (no corridor or direct exit to the outside is available), the design of the stand must be such that no poorly accessible, hidden areas, corners and niches are created. Staff rooms and meeting rooms that are accessible only via another partitioned area (trapped rooms) are not permitted. To enable users to identify risks (fire, smoke, etc.) at an early stage, such partitioned areas are to offer users a sufficiently clear view (e.g. via a clear glass window) of the direction of escape. The view of the escape/rescue routes must be clear both from a standing and sitting position.

All the requisite exits are to be identified with signs in accordance with Accident Prevention Regulation BGV A8 and DIN 4844.

The identification of emergency exit routes must be clearly visible.

The size of the given sign must give due consideration to the distance from which it is to be seen as follows:

For viewing distances up to (DIN 4844-1:2005-05)	Type	Sign size in mm a x b (DIN 825:2004-12)
15 m	internally lit illuminated	74 mm x 148 mm 148 mm x 297 mm
30 m	internally lit illuminated	148 mm x 297 mm 297 mm x 594 mm

### ■ Building materials, decorative features

The use of combustible building materials is allowed; readily flammable building materials are prohibited.

Only such objects and materials as are designated as being at the very least flame retardant (to DIN 4102/DIN EN 13 501-1) may be used for decorative purposes or as curtaining. Proof of the product's fire retardance properties should be provided for its installed state. If this characteristic is to be achieved retrospectively, this is only permissible for small quantities with suitable, officially approved flameproofing agents in accordance with the instructions for use and subject to the agreement of the Munich Municipal Fire Department. Decorations featuring natural deciduous trees and/or conifers may only be used in a fresh condition.

### ■ Heating equipment

The use of liquid gas for heating purposes is prohibited. Suitable oil-fired heaters may be used in consultation with the Munich Municipal Fire Department.

Heating equipment is to be set up outside tents at least 2 m away from the tent wall and may not be located immediately adjacent to an exit. Radiant heaters must be located at least 3 m away from objects that are made of flammable materials and situated in the direction of radiation.

Moreover, objects made of flammable materials and located in the direction of the air flow must be at least 2 m away from outlets belonging to heater fans to the extent that the temperature of the hot air exceeds 40 °C. Non-observance of the requisite minimum distances is only permissible if the heating equipment concerned has an appropriately approved design or is screened by a fire-retardant, non-flammable wall. To the extent that fireplaces and/or heating oil tanks are located on the stand, these are to be provided with at least fire-retardant screening (walls, ceilings, doors, air inlets and outlets). The heating equipment is to be protected from unauthorized access. No flammable materials may be stored within a radius of 5 m of the given fireplace (cf. FIBauR directive).

Heating equipment and fireplaces generally require the approval of the local fire department.

### ■ Fire extinguishers

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 EN 3 or DIN 14406.

### ■ Use of liquid gas

The use of liquid gas is generally prohibited.

### ■ Further requirements for outdoor exhibition stands with a total floor area exceeding 500 m<sup>2</sup>

Outdoor exhibition stands with a total floor area exceeding 500 m<sup>2</sup> require notification to the Munich Local Building Committee. Furthermore, construction plans according to clauses a, b & f of section 2.2 of the FIBauR directive are to be submitted in quadruplicate to the Munich Municipal Fire Department at the following address:

Landeshauptstadt München – Kreisverwaltungsreferat  
Hauptabteilung IV Branddirektion  
Einsatzvorbeugung – Kontrolle  
Brandschutzabschnitt Veranstaltungen  
An der Hauptfeuerwache 8  
80331 München, Germany  
Tel. +49 89 2353-4000  
Fax +49 89 2353-6134  
bfm.vb-sv.kvr@muenchen.de

For the purpose of planning safety and for obtaining the necessary declaration of agreement from the Munich Municipal Fire Department, we ask you to submit your documents in good time, however, no later than six weeks prior to your stand set-up date.

Advice in fire safety matters can be obtained from the Munich Municipal Fire Department.

**The Munich Municipal Fire Department reserves the right to impose supplementary conditions to the extent that these are deemed necessary for fire safety approval reasons or during operation of the given facility.**

**Messe München GmbH's Technical Guidelines apply additionally.**

**Please also note the provisions stated in form 1.2 of the Order Forms for Exhibitor Services.**

# Notice

## Stand Structures and Exhibits in the Outdoor Exhibition Area

Page 1 / 1

### ■ Stand structures requiring approval

All event-related stand structures in the outdoor exhibition area must comply with requirements set out in the Bavarian Building Directive (BayBO) and the Guideline governing the Construction and Operation of Temporary Structures (FIBauR) and DIN EN 13872 (Temporary structures - tents) and DIN EN 13814 (Temporary structures and installations for event venues and amusement parks) in the versions valid at the given time.

Approval from the Messe München GmbH Technical Exhibition Services Division (TAS) must be obtained for structures with a built-over area of more than 50 m<sup>2</sup> or a height of more than 5 m.

In all cases, a stand safety certificate must be obtained and submitted for stand structures requiring approval in accordance with the BayBO and FIBauR regulations valid at the given time (e.g. multi-storey structures and container installations, tents covering an area of more than 75 m<sup>2</sup>, stages, roof structures, etc.).

### ■ Stand safety

All stand structures and exhibits in the outdoor exhibition area must be erected such that they stand securely. The exhibitor is responsible for the load-bearing capability and stability of such installations. Local specifics (ground loads as well as anticipated wind and snow loads) must be given due consideration.

### ■ Working loads/Load assumptions

For multi-storey stand structures, the working loads for upper storey floors, stairways and banisters as per DIN EN 1991-1-1 Table 6.1 DE should be assumed (see also Notice on Two-Storey Stand Construction).

### ■ Wind loads

For all stand structures and exhibits in the outdoor exhibition area, regular wind pressure and suction loads as per DIN EN 1991-1-4 (2010), jointly with the DIN EN 1991-1-4/NA national appendix (2010) are to be verifiably taken into account for all bearing roof structures and outer walls with assumed dynamic pressure levels for:

stand structure height up to 10 m	$q = 0.65 \text{ kN/m}^2$
stand structure height of $10 \text{ m} < h \leq 18 \text{ m}$	$q = 0.80 \text{ kN/m}^2$
stand structure height of $18 \text{ m} < h \leq 25 \text{ m}$	$q = 0.90 \text{ kN/m}^2$

or wind loads to be determined as per DIN EN 1991-1-4 (2010) with the following site-related characteristics:

Munich: site height < 600 m above sea level  
wind zone 2  
basic wind speed:  $v_{b,0} = 25.0 \text{ m/s}$   
velocity pressure:  $q_{b,0} = 0.39 \text{ kN/m}^2$

The outdoor exhibition area is to be classified in site category III (city suburbs).

Exceptions to the above are temporary structures with reduced dynamic pressure, which are certifiable as per DIN 4112 4.5:

stand structure height up to 5 m  $q_{red} = 0.5 \text{ kN/m}^2$

### ■ Wind Loads For Cranes

As far as inoperative cranes are concerned, regular wind pressure and suction loads as per DIN EN 1991-1-4 (2010), jointly with the DIN EN 1991-1-4/NA national appendix (2010) are to be verifiably taken into account.

### ■ Snow Loads

For stand construction activities during the snow-free period (May 15 to September 30), no snow loads need be taken into account.

For stand construction activities during the winter period (October 1 to May 14), regular snow loads as per DIN EN 1991-1-3 (2010) jointly with the DIN 1991-1-3/NA national appendix (2010) are to be verifiably taken into account for all bearing roof structures:

Munich: site height < 540 m above sea level  
snow load zone 1a  
standard snow load:  $s_0 = 1.15 \text{ kN/m}^2$  (as per City of Munich circular)

### ■ Snow Clearance

To the extent that the exhibition area is fully covered by a layer of snow prior to the stand set-up period, snow clearance can be applied for with Messe München GmbH (lead time prior to execution: 48 hours).

This measure is executed on a one-off basis by Messe München GmbH at the request of the exhibitor prior to the exhibition area being occupied to the extent that the area concerned can be accessed by standard clearance vehicles. Once the exhibition area has been occupied, the exhibitor is himself responsible for snow clearance on his own stand.

### ■ Storm warning

In the event that stormy weather is anticipated with forecast wind strengths of more than 7 Bft (individual gusts too), a general storm warning will be issued by Messe München GmbH to all exhibitors in the outdoor exhibition area.

Thereafter, exhibitors with wind load-reduced stand installations and/or temporary stand structures as well as installations with a height in excess of 5 m are asked to take all measures in respect of ceasing stand operations without delay.

Instructions given on site by safety service coordinators and Messe München GmbH employees should be followed in full and without delay.

### ■ Ceasing operations

In a "cease operations" situation, exhibitors are requested to take the following measures without delay:

1. secure all stand installations and exhibits in accordance with the execution approval conditions (test certificate) and/or operating instructions
2. completely vacate stand installation of fair visitors, guests and staff
3. if necessary, clearance of entire outdoor exhibition area and immediately repair to exhibition halls in accordance with the information and instructions given on site by Messe München GmbH's safety service coordinators.

### ■ Setting up of exhibits

All exhibits with a height in excess of 10 m require the prior approval of Messe München GmbH's Technical Exhibition Services Division.

### ■ Marking of exhibits with a height of more than 50 m

The marking of obstacles to aviation at a height of 50 m and above is required for the exhibition grounds. By daylight, marking with yellow, red or orange paint is sufficient. If other coloring is used, a warning panel (red/white) must be attached to the exhibit in an exposed location. At night, cranes are to be marked with lights in accordance with the General Administrative Regulations for Marking Obstacles to Aviation dated Sept 2004.

### ■ Laying foundations

As far as foundations work of any kind is concerned, appropriate plans clearly indicating the precise location and size of the given foundations must be submitted to Messe München GmbH in good time prior to the commencement of the construction work concerned.

As a rule, exhibitors are obliged to completely remove all installations at the end of the trade fair. However, such foundations as are needed in the same location for the next trade fair may be left in place, providing they are located at least 0.3 m below ground level and an appropriate contractual agreement has been concluded with Messe München GmbH.

### ■ Restoration of exhibition area following completion of dismantling work

All exhibition areas are to be returned to Messe München GmbH in their original state by the stipulated date for completion of dismantling, whereby the areas to be returned should be reported to the TAS for inspection and acceptance.

The sites in the outdoor exhibition area should be cleared and levelled as required and any areas loosened by earthworks compacted.

Any asphalted and cultivated areas will be repaired exclusively by Messe München GmbH at the expense of the given exhibitor.

In the event that due repair work has not been completed by the end of the dismantling period, Messe München GmbH is entitled to have this done at the expense of the exhibitor.

### ■ Miscellaneous

In dependence of the infrastructure required, exhibitors can be asked by Messe München GmbH's TAS to leave a space of 0.5 m to the back of the neighboring stand perimeter free of installations. Any stand set-up work should take account of existing supply lines, distribution boxes etc. To the extent that any such items are located within individual stand areas, access to them must be available at all times. For damage prevention reasons, no underground work may be started without prior consultation with Messe München GmbH.

**Messe München GmbH's Technical Guidelines apply additionally.**

## Return to:

jl.medien e.K.  
INHORGENTA MUNICH Media Services  
Inselkammerstraße 5 | 82008 Unterhaching | Germany  
Tel. +49 89 666166-41 | Fax +49 89 666166-49  
info@inhorgenta-media.com | www.inhorgenta-media.com

Exhibitor

Hall / Stand no.

Contact

Street / P.O.Box

E-mail

Country / Town / Postal code

Tel. with area code and ext.

Fax with area code and ext.

## ■ 1 Package offers

Services	Premium Package	Plus Package
Premium product presentation (online, app)	✓	
- Description of your company (1,000 characters of text incl. spaces)	✓	
- Description of your collection (1,000 characters of text incl. spaces)	✓	
- 5 PDFs made available for download under your company's profile (e.g. data sheets, catalogs etc.)	✓	
- Product gallery with up to 5 product pictures (incl. text and pdfs for download)	✓	
- Product pictures as search results in the product index with teaser and link to the product gallery	✓	
- Unlimited entries without logo in the list of trademarks and in the product index (online & app)	✓	
- Contact for Marketing, Sales and PR	✓	
Extended entries with logo in the list of trademarks <sup>1</sup>	1	1
Extended entries with logo in the product index <sup>1,2</sup>	4	4
INHORGENTA MUNICH matchmaking <sup>2</sup>	✓	✓
Contact for specialized trade	✓	✓
Additional lines of text	4	4
Logo in the list of exhibitors	✓	✓
<div>Yes, please transfer last year's entries.</div>		<div>Yes, I order the Premium Package for EUR 695.-.</div> <div>Your savings: 50%</div>
		<div>Yes, I order the Plus Package for EUR 460.-.</div> <div>Your savings: 50%</div>

<sup>1</sup> The distribution of extended entries with logo can be defined freely (e.g. 2 brand and 3 product entries).

<sup>2</sup> **NEW 2016!** For the first time, your product entries enable you to participate free-of-charge in INHORGENTA MUNICH matchmaking. For more information go to form M1.15.

This order becomes valid with your legally binding signature.

The terms and conditions (available at [www.inhorgenta-mediaservices.com/GTC\\_2015](http://www.inhorgenta-mediaservices.com/GTC_2015)) of jl.medien e.K. are recognized as legally binding in all parts.

Place / Date

Company stamp and legally binding signature of exhibitor

## Return to:

jl.medien e.K.  
INHORGENTA MUNICH Media Services  
Inselkammerstraße 5 | 82008 Unterhaching | Germany  
Tel. +49 89 666166-41 | Fax +49 89 666166-49  
info@inhorgenta-media.com | www.inhorgenta-media.com

Exhibitor

Hall / Stand no.

Contact

Street / P.O.Box

E-mail

Country / Town / Postal code

Tel. with area code and ext.

Fax with area code and ext.

## ■ 1.1.1 Premium Package

Please tick	Description	EUR
	Yes, I order the <b>Premium Package</b> for EUR 695.– in addition to the basic entry, which is obligatory for all exhibitors and is billed by Messe München GmbH.	695.–

### The Premium Package together with the basic entry includes the following services:

- Entry in the list of exhibitors with company name, address, phone/fax, email and internet address, hall/booth
- 1 logo in the list of exhibitors
- 4 additional lines of text in the list of exhibitors (max. 220 characters of text incl. spaces)
- 5 extended entries with logo in the list of trademarks and the product index
- 1 single-line entry in the product index
- Unlimited entries without logo in the list of trademarks and the product index (online & app)
- INHORGENTA MUNICH matchmaking
- Contact for specialized trade
- 1 premium product presentation (online, app)
  - Description of your company (1,000 characters of text incl. spaces)
  - Description of your collection (1,000 characters of text incl. spaces)
  - Product gallery with up to 5 product pictures incl. 1,000 characters of descriptive text incl. spaces and pdfs for download
  - 5 pdfs made available for download (e.g. data sheets, catalogs etc.)
  - Contact for Marketing, Sales and PR

Your  
savings:  
**50 %**

### Your entry in the alphabetical list of exhibitors:

#### Exhibitor details:

Please enter the address details which will be published in the Official Catalog.  
Your correspondence and billing address will be entered under M 1.13.

Company

Keyword for sorting<sup>2</sup>

Street

Postal code/Town

Country

Phone

Fax

E-mail

Internet

### Your logo in the list of exhibitors:

Logo name

Please transfer last year's logo.

#### Submission of your data:

E-mail to: info@inhorgenta-media.com

Logo: .eps, .tif, .bmp, (.jpg), 25 x 16 mm, 4 color, min. 800 dpi

<sup>1</sup> The distribution of extended entries with logo can be defined freely (e.g. 2 brand and 3 product entries).

<sup>2</sup> Used for alphabetical sorting – will not be printed.







### Contact for specialized trade

Included below your exhibitor details in the Online Catalog:

Name

Position

Phone

Fax

E-mail

### Premium product presentation (online, app)

Included in the Online Catalog and the App:

- Description of your company (1,000 characters of text incl. spaces)
- Description of your collection (1,000 characters of text incl. spaces)
- Product gallery with up to 5 product pictures including descriptive text (max. 1,000 characters incl. spaces) and pdfs for download.  
Your product pictures also appear as search results in the product index with teaser and link to the product gallery.
- 5 pdfs made available for download (e.g. data sheets, catalogs etc.)
- Contact for Marketing, Sales and PR

#### Submission of your data:

E-mail to: [info@inhorgenta-media.com](mailto:info@inhorgenta-media.com)

Picture: .eps, .tif, .jpg, 4 color, min. 300 dpi

Text: .doc

Download: .pdf

This order becomes valid with your legally binding signature.

The terms and conditions (available at [www.inhorgenta-mediaservices.com/GTC\\_2015](http://www.inhorgenta-mediaservices.com/GTC_2015)) of jl.medien e.K. are recognized as legally binding in all parts.

Place / Date

Company stamp and legally binding signature of exhibitor

## Return to:

jl.medien e.K.  
INHORGENTA MUNICH Media Services  
Inselkammerstraße 5 | 82008 Unterhaching | Germany  
Tel. +49 89 666166-41 | Fax +49 89 666166-49  
info@inhorgenta-media.com | www.inhorgenta-media.com

Exhibitor

Hall / Stand no.

Contact

Street / P.O.Box

E-mail

Country / Town / Postal code

Tel. with area code and ext.

Fax with area code and ext.

## ■ 1.2.1 Plus Package

Please tick	Description	EUR
	Yes, I order the <b>Plus Package</b> for EUR 460.– in addition to the basic entry, which is obligatory for all exhibitors and is billed by Messe München GmbH.	460.–

### The Plus Package together with the basic entry includes the following services:

- Entry in the list of exhibitors with company name, address, phone/fax, email and internet address, hall/booth
- 1 logo in the list of exhibitors
- 4 additional lines of text in the list of exhibitors (max. 220 characters of text incl. spaces)
- 5 extended entries with logo in the list of trademarks and the product index<sup>1</sup>
- 1 single-line entry in the product index, hall/booth
- INHORGENTA MUNICH matchmaking
- Contact for specialized trade

Your  
savings:  
**50 %**

### Your entry in the alphabetical list of exhibitors:

#### Exhibitor details:

Please enter the address details which will be published in the Official Catalog.  
Your correspondence and billing address will be entered under M 1.13

Company

Keyword for sorting<sup>2</sup>

Street

Postal code/Town

Country

Phone

Fax

E-mail

Internet

### Your logo in the list of exhibitors:

Logo name

Please transfer last year's logo.

#### Submission of your data:

E-mail to: info@inhorgenta-media.com

Logo: .eps, .tif, .bmp, (.jpg), 25 x 16 mm, 4 color, min. 800 dpi

<sup>1</sup> The distribution of extended entries with logo can be defined freely (e.g. 2 brand and 3 product entries).

<sup>2</sup> Used for alphabetical sorting – will not be printed.

## Additional lines of text

4 lines of text – 55 characters incl. spaces per line – are included in the Plus Package. Costs for each additional line amount to 35.– EUR. Please use form M1.3.3 for this purpose. The additional lines of text appear in the Catalog, the Online Catalog and in the App.

## Entry in the list of trademarks

Please indicate your entries for the list of trademarks here. Up to 5 extended entries with logo are included in the Plus Package and will appear in the Catalog, the Online Catalog and the App. The distribution of extended entries with logo can be defined freely (e.g. 2 brand and 3 product entries). Of course you are free to book further extended entries with logo in the list of trademarks for 125.– EUR each. Please use form M1.4.1 for this purpose.

Brand name (e.g. s.Oliver)	Logo (e.g. logoname.eps)	Please transfer last year's logo

## Entry in the product index

Please enter your entries for the product index (see form M1.14) here and indicate whether or not you want to place a logo. Up to 5 extended entries with logo are included in the Plus Package. The distribution of extended entries with logo can be defined freely (e.g. 2 brand and 3 product entries). Of course you are free to book further extended entries with logo in the product index for 125.– EUR each. Please use form M1.5.1 for this purpose.

**NEW 2016!** For the first time, your product entries enable you to participate free-of-charge in INHORGENTA MUNICH matchmaking. For more information go to form M1.15.

Product category (e.g. 2.1.19 designer jewelry)	Single-line entry <sup>3</sup>	Extended entry with logo <sup>4</sup>	Logo (e.g. logoname.eps)	Please transfer last year's logo

<sup>3</sup> One single-line product entry is already included in the basic entry. Publication includes company name and hall/booth in the Catalog, the Online Catalog and in the App.

<sup>4</sup> Publication includes logo, company name, address details, hall/booth in the Catalog, the Online Catalog and in the App.



**Contact for specialized trade**

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Included below your exhibitor details in the Online Catalog:

Name

Position

Phone

Fax

E-mail

This order becomes valid with your legally binding signature.

The terms and conditions (available at [www.inhorgenta-mediaservices.com/GTC\\_2015](http://www.inhorgenta-mediaservices.com/GTC_2015)) of jl.medien e.K. are recognized as legally binding in all parts.

Place / Date

Company stamp and legally binding signature of exhibitor

### Return to:

jl.medien e.K.  
INHORGENTA MUNICH Media Services  
Inselkammerstraße 5 | 82008 Unterhaching | Germany  
Tel. +49 89 666166-41 | Fax +49 89 666166-49  
info@inhorgenta-media.com | www.inhorgenta-media.com

Exhibitor

Hall / Stand no.

Contact

Street / P.O.Box

E-mail

Country / Town / Postal code

Tel. with area code and ext.

Fax with area code and ext.

## ■ 1.3.1 Basic entry

The mandatory communication fee for 300.– EUR (see Special Terms of Participation B 3) includes the basic entry in the Official Catalog, other printed media and all online and mobile directories (e.g. App) and is billed by Messe München GmbH with the admission invoice. The following services are included in this basic entry:

- **In the list of exhibitors:**  
Company name, street, postal code, town, country, phone/fax, e-mail and internet address, hall/booth
- **In the product index:**  
One single-line entry with company name, hall/booth
- **In the hall plan:**  
Company name, hall/booth
- **INHORGENTA MUNICH matchmaking**

The information regarding hall/booth is inserted directly by Messe München GmbH.

### Exhibitor details:

Please enter the address details which will be published in the Official Catalog. Your correspondence and billing address will be entered under M1.13.

Company

Keyword for sorting<sup>1</sup>

Street

Postal code/Town

Country

Phone

Fax

E-mail

Internet

<sup>1</sup> Used for alphabetical sorting – will not be printed.

## Entry in the product index

Please choose one product category (see form M1.14) and note down the corresponding number here. One single-line entry is already included in your basic entry. Each additional entry will be charged with 95.– Euro. The first extended entry costs 30.– Euro (an upgrade of the basic entry).

**NEW 2016!** For the first time, your product entries enable you to participate free-of-charge in INHORGENTA MUNICH matchmaking. For more information go to form M1.15.

Product category (e.g. 2.1.19 designer jewelry):

## 1.3.2 Logo in the list of exhibitors

Your logo in the list of exhibitors appears in the Catalog, the Online Catalog and in the App.

Please tick	Description	EUR
	Yes, please publish our <b>logo in the list of exhibitors</b> .	195.–

### Submission of your data:

E-mail to: [info@inhorgenta-media.com](mailto:info@inhorgenta-media.com)

Logo: .eps, .tif, .bmp, (.jpg), 25 x 16 mm, 4 color, min. 800 dpi

This order becomes valid with your legally binding signature.

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Place / Date

Company stamp and legally binding signature of exhibitor

### ■ 1.3.3 Additional line of text

All details appear in the Catalog, in the Online Catalog and in the App. The indicated points serve as suggestions and may – but need not – be used.  
35.– EUR per line, 55 characters of text incl. spaces.

Amount	Description	EUR
	Yes, please publish our additional <b>lines of text</b> .	35.– per line

Choose your own text:

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Company profile:

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Exhibited products:

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Present at INHORGENTA MUNICH:

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Phone at booth:

Contact Marketing:

Contact Sales:

Contact Press:

Distribution in Germany:

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Trade fair highlights:

Events:

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Your slogan:

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## ■ 1.3.4 Additional extended company/brand entry

You can present your company or your brand in the list of exhibitors under an additional name and contact details. Your additional extended entry also includes a single-line entry in the product index of the Catalog, the Online Catalog and the App. Please copy form M.1.5.1 and assign the corresponding product entry. The additional extended entry will also appear in the hall plans when booked.

Please tick	Description	EUR
	Yes, please publish this <b>additional extended entry</b> .	195.–

Please enter here the additional name and contact details which will be published in the Catalog.

Name

Keyword for sorting<sup>1</sup>

Street

Postal code/Town

Country

Phone

Fax

E-mail

Internet

with the same logo

◀ Logo price EUR 195.–

with another logo

File name:

◀ Logo price EUR 195.–

<sup>1</sup> Used for alphabetical sorting – will not be printed.

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Place / Date

Company stamp and legally binding signature of exhibitor



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info@inhorgenta-media.com | www.inhorgenta-media.com

Exhibitor

Hall / Stand no.

Contact

Street / P.O.Box

E-mail

Country / Town / Postal code

Tel. with area code and ext.

Fax with area code and ext.

## 1.4.1 List of trademarks

Your extended entry with logo in the list of trademarks appears in the Catalog, the Online Catalog and in the App.

Amount	Description	EUR
	Yes, please publish our <b>extended entry with logo</b> in the list of trademarks.	125.– each

Please indicate your entries for the list of trademarks below.

If you want to book an unlimited amount of entries without logo the list of trademarks (online & app) please use form M1.5.1 for this purpose.

Brand name (e.g. s.Oliver)	Logo (e.g. logoname.eps)	Please transfer last year's logo

### Submission of your data:

E-mail to: info@inhorgenta-media.com,  
Logo: .eps, .tif, .bmp, (.jpg), 25 x 16 mm, 4 color, min. 800 dpi

This order becomes valid with your legally binding signature.

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Place / Date

Company stamp and legally binding signature of exhibitor

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info@inhorgenta-media.com | www.inhorgenta-media.com

Exhibitor

Hall / Stand no.

Contact

Street / P.O.Box

E-mail

Country / Town / Postal code

Tel. with area code and ext.

Fax with area code and ext.

## ■ 1.5.1 Product index

Amount	Description	EUR
	Yes, please publish our additional <b>single-line entry</b> in the product index. <sup>1,2</sup>	95.–
	Yes, please publish our <b>extended entry with logo</b> in the product index (print, online, app). <sup>2</sup>	125.–
	Yes, please publish an <b>unlimited amount of entries</b> without logo in the product index and in the list of trademarks online and in the App. <sup>2</sup>	165.–

<sup>1</sup> One single-line entry is already included in your basic entry. It appears in the Catalog, the Online Catalog and the App with company name, hall/booth.

The first extended entry costs 30.- Euro (an upgrade of the basic entry).

<sup>2</sup> **NEW 2016!** For the first time, your product entries enable you to participate free-of-charge in INHORGENTA MUNICH matchmaking.

For more information go to form M1.15.

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Place / Date

Company stamp and legally binding signature of exhibitor



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info@inhorgenta-media.com | www.inhorgenta-media.com

Exhibitor

Hall / Stand no.

Contact

Street / P.O.Box

E-mail

Country / Town / Postal code

Tel. with area code and ext.

Fax with area code and ext.

## 1.6.1 Logo in the hall plan

Your logo in the hall plan appears in the Show Guide, the Online Catalog, in the App and on large poster plans on display at the trade fair grounds.

Please tick	Description	EUR
<input type="checkbox"/>	Yes, please publish our <b>logo in the hall plan</b> .	195.–

Hall/Booth

Logo name

Please transfer last year's logo.

## 1.6.2 Additional logo in the hall plan

Your logo in the hall plan appears in the Show Guide, the Online Catalog, in the App and on large poster plans on display at the trade fair grounds.

Amount	Description	EUR
<input type="checkbox"/>	Yes, please publish more of our <b>logo in the hall plans</b> .	95.– each

Hall/Booth

Logo name

Please transfer last year's logo.

Hall/Booth

Logo name

Please transfer last year's logo.

Hall/Booth

Logo name

Please transfer last year's logo.

Hall/Booth

Logo name

Please transfer last year's logo.

Hall/Booth

Logo name

Please transfer last year's logo.

### Submission of your data:

E-mail to: info@inhorgenta-media.com

Logo: .eps, .tif, .bmp, (.jpg), 25 x 16 mm, 4 color, min. 800 dpi

This order becomes valid with your legally binding signature.

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Place / Date

Company stamp and legally binding signature of exhibitor

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info@inhorgenta-media.com | www.inhorgenta-media.com

Exhibitor

Hall / Stand no.

Contact

Street / P.O.Box

E-mail

Country / Town / Postal code

Tel. with area code and ext.

Fax with area code and ext.

## 1.7.1 Advertorial

Your advertorial appears in the Show Guide, in the Online Catalog and in the App.

Please tick	Description	EUR
<input type="checkbox"/>	Yes, please publish our <b>advertorial</b> .	1,550.-

### Included:

- 1,500 characters of text incl. spaces
- Your logo
- 1 key visual
- 2 product pictures

### Submission of your data:

E-mail to: info@inhorgenta-media.com

Text: . doc, .pdf

Logo: .eps, .tif, .bmp, (.jpg), 25 x 16 mm, 4 color, min. 800 dpi

Picture: .eps, .tif, .jpg, 4 color, min. 300 dpi

This order becomes valid with your legally binding signature.

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Place / Date

Company stamp and legally binding signature of exhibitor



## 1.7.2 Standard product presentation (print, online, app)

Your standard product presentation appears in the Catalog, on your detailed exhibitor page in the Online Catalog and in the App.

Please tick	Description	EUR
	Yes, please publish our <b>standard product presentation</b> .	350.–

Included:

- 300 characters of text incl. spaces
- Your logo
- 1 key visual
- 1 product picture

### Submission of your data:

E-mail to: [info@inhorgenta-media.com](mailto:info@inhorgenta-media.com)

Text: . doc, .pdf

Logo: .eps, .tif, .bmp, (.jpg), 25 x 16 mm, 4 color, min. 800 dpi

Picture: .eps, .tif, .jpg, 4 color, min. 300 dpi

## 1.7.3 Premium product presentation (print, online, app) incl. helix logo and web advertisement

Your premium product presentation appears in the Catalog, on your detailed exhibitor page in the Online Catalog and in the App.

Please tick	Description	EUR
	Yes, please publish our <b>premium product presentation</b> .	1,150.– *

Included:

- Description of your company (1,000 characters of text incl. spaces)
- Description of your collection (1,000 characters of text incl. spaces)
- Your logo
- 1 key visual
- 4 product pictures
- Your helix logo
- Your web advertisement:
  - Your logo or your picture
  - Max. 1,000 characters of text incl. spaces per language (German and English)

### Submission of your data:

E-mail to: [info@inhorgenta-media.com](mailto:info@inhorgenta-media.com)

Text: . doc, .pdf

Logo: .eps, .tif, .bmp, (.jpg), 25 x 16 mm, 4 color, min. 800 dpi

Picture: .eps, .tif, .jpg, 4 color, min. 300 dpi

\* In combination with a Premium Package only 850.– EUR.

This order becomes valid with your legally binding signature.

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Place / Date

Company stamp and legally binding signature of exhibitor

## ■ 1.7.4 Premium product presentation (online, app)

Your premium product presentation appears on your detailed exhibitor page in the Online Catalog and in the App.

Please tick	Description	EUR
	Yes, please publish our <b>premium product presentation</b> .	475.–

Included:

- Description of your company (1,000 characters of text incl. spaces)
- Description of your collection (1,000 characters of text incl. spaces)
- Your logo
- Up to 5 product pictures with descriptive text (max. 1,000 characters of text incl. spaces) and download pdfs.  
Your product pictures appear as search results in the online product index and are linked to your product gallery.
- 5 download pdfs (e.g. data sheets, catalogs, etc.)

### Submission of your data:

E-mail to: [info@inhorgenta-media.com](mailto:info@inhorgenta-media.com)

Text: .doc, .pdf

Logo: .eps, .tif, .bmp, (.jpg), 25 x 16 mm, 4 color, min. 800 dpi

Picture: .eps, .tif, .jpg, 4 color, min. 300 dpi

## ■ 1.7.5 Product picture

Your product picture will be published in the product gallery on your detailed exhibitor page in the Online Catalog and in the App. Your product picture appears as search results in the online product index with teaser and links to your product gallery.

Amount	Description	EUR
	Yes, please publish our <b>product picture</b> .	55.– each

Included:

- Your product picture
- Descriptive text (max. 1,000 characters of text incl. spaces) per picture
- 1 download pdf per picture

### Submission of your data:

E-mail to: [info@inhorgenta-media.com](mailto:info@inhorgenta-media.com)

Picture: .eps, .tif, .jpg, 4 color, min. 300 dpi

Text: .doc

Download: .pdf

This order becomes valid with your legally binding signature.

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Place / Date

Company stamp and legally binding signature of exhibitor

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Exhibitor

Hall / Stand no.

Contact

Street / P.O.Box

E-mail

Country / Town / Postal code

Tel. with area code and ext.

Fax with area code and ext.

## ■ 1.8.1 Ads in the Catalog

Please tick	Description	Format	EUR
	Inside front cover (special placement)	210 x 297 mm	3,200.–
	Page 1 (special placement)	210 x 297 mm	2,500.–
	Full page	210 x 297 mm	1,800.–
	1/2 page	100 x 297 mm	1,000.–
	Back cover (special placement)	210 x 297 mm	4,200.–

Examples and additional information are available at [www.inhorgenta-media.com](http://www.inhorgenta-media.com). If you are interested in an individual advertising package, please get in touch with us. Please note that all advertising spaces are subject to availability and that there is no guarantee when booking.

Deadline incl. delivery of data for special ad placements is on 04 December 2015.

### Submission of your data:

E-mail to: [info@inhorgenta-media.com](mailto:info@inhorgenta-media.com)  
Format: PDF/X-3, .tif, .eps, min. 300 dpi  
Bleed: 3 mm on all sides  
Binding: 6 mm

Live matter should be at least 3 mm removed from the bleed.  
To avoid color deviations we ask you to always enclose a proof.

This order becomes valid with your legally binding signature.

The terms and conditions (available at [www.inhorgenta-mediaservices.com/GTC\\_2015](http://www.inhorgenta-mediaservices.com/GTC_2015)) of jl.medien e.K. are recognized as legally binding in all parts.

Place / Date

Company stamp and legally binding signature of exhibitor

## ■ 1.8.2 Ads in the Show Guide

Please tick	Description	Format	EUR
	Inside front cover (special placement)	205 x 210 mm	2,800.–
	Page 1 (special placement)	205 x 210 mm	2,800.–
	Ad next to the hall plan	95 x 210 mm	2,750.–
	Ad above the hall plan	95 x 54 mm	1,550.–
	Full page	205 x 210 mm	2,700.–
	1/2 page next to the list of exhibitors	95 x 210 mm	1,950.–
	Back cover (special placement)	205 x 210 mm	4,750.–

Examples and additional information are available at [www.inhorgenta-media.com](http://www.inhorgenta-media.com). If you are interested in an individual advertising package, please get in touch with us. Please note that all advertising spaces are subject to availability and that there is no guarantee when booking.

Deadline incl. delivery of data for special ad placements is on 04 December 2015.

### Submission of your data:

E-mail to: [info@inhorgenta-media.com](mailto:info@inhorgenta-media.com)

Format: PDF/X-3, .tif, .eps, min. 300 dpi

Bleed: 3 mm on all sides

Live matter should be at least 3 mm removed from the bleed.

To avoid color deviations we ask you to always enclose a proof.

This order becomes valid with your legally binding signature.

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Place / Date

Company stamp and legally binding signature of exhibitor

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Exhibitor

Hall / Stand no.

Contact

Street / P.O.Box

E-mail

Country / Town / Postal code

Tel. with area code and ext.

Fax with area code and ext.

## 1.9.1 Banner in the Online Catalog

Please tick	Description	Format	EUR
<input type="checkbox"/>	Medium rectangle	350 x 250 px	950.–
<input type="checkbox"/>	Skyscraper banner	120 x 600 px	1,450.–
<input type="checkbox"/>	Logo banner + homescreen banner (links to your detailed exhibitor page)	on request	650.–

Banners rotate if multiple orders are placed at the same time.  
Max. 10 banners per placement.

### Your hyperlink:

<http://>

### Submission of your data:

E-mail to: [info@inhorgenta-media.com](mailto:info@inhorgenta-media.com)

Format: .gif, .jpg, Flash up to version 8, hard coded link, max. 15 KB

The deadline to send your documents will be indicated after the booking and is mandatory. Your graphics will be published as received from you.

## 1.9.2 Web advertisement

The web advertisement appears on the home page and in the list of exhibitors in the Online Catalog.

Please tick	Description	EUR
<input type="checkbox"/>	Yes, please publish our <b>web advertisement</b> .	450.–

### Included:

- Your logo **or** your picture
- Max. 1,000 characters of text incl. spaces per language (German and English)

### Submission of your data:

E-mail to: [info@inhorgenta-media.com](mailto:info@inhorgenta-media.com)

Logo/Bild: .eps, .tif, .bmp, .jpg, 4 color, min. 300 dpi

We will layout the web advertisement for you.

This order becomes valid with your legally binding signature.

The terms and conditions (available at [www.inhorgenta-mediaservices.com/GTC\\_2015](http://www.inhorgenta-mediaservices.com/GTC_2015)) of jl.medien e.K. are recognized as legally binding in all parts.

Place / Date

Company stamp and legally binding signature of exhibitor



## ■ 1.9.3 Banner at inhorgenta.com

Please tick	Description	Format	EUR
<input type="checkbox"/>	Medium rectangle	300 x 250 px	950.–
<input type="checkbox"/>	Rectangle	180 x 150 px	750.–
<input type="checkbox"/>	Skyscraper	120 x 600 px	1,450.–

Banners rotate if multiple orders are placed at the same time.  
Max. 10 banners per placement.

**Your hyperlink:**

<http://>

**Submission of your data:**

E-mail to: [info@inhorgenta-media.com](mailto:info@inhorgenta-media.com)

Format: .gif, .jpg, Flash up to version 8, hard coded link, max. 15 KB

The deadline to send your documents will be indicated after the booking and is mandatory.  
Your graphics will be published as received from you.

This order becomes valid with your legally binding signature.

The terms and conditions (available at [www.inhorgenta-mediaservices.com/GTC\\_2015](http://www.inhorgenta-mediaservices.com/GTC_2015)) of jll.medien e.K. are recognized as legally binding in all parts.

Place / Date

Company stamp and legally binding signature of exhibitor

### Return to:

jl.medien e.K.  
INHORGENTA MUNICH Media Services  
Inselkammerstraße 5 | 82008 Unterhaching | Germany  
Tel. +49 89 666166-41 | Fax +49 89 666166-49  
info@inhorgenta-media.com | www.inhorgenta-media.com

Exhibitor

Hall / Stand no.

Contact

Street / P.O.Box

E-mail

Country / Town / Postal code

Tel. with area code and ext.

Fax with area code and ext.

## ■ 1.10.1 Homescreen pop up

Your pop up appears as a splash screen on the homescreen of the INHORGENTA MUNICH App.

Please tick	Description	EUR
<input type="checkbox"/>	Yes, please publish our <b>homescreen pop up</b> .	2,150.–

Please note that this advertising space is available only once. Therefore there is no guarantee when booking.

### Submission of your data:

E-mail to: info@inhorgenta-media.com  
Format: .png, .jpg, RGB, min. 72 dpi  
Size: smartphone: 1,656 x 2,492 px;  
tablet portrait/landscape: 2,160 x 2,304 px

This order becomes valid with your legally binding signature.

The terms and conditions (available at [www.inhorgenta-mediaservices.com/GTC\\_2015](http://www.inhorgenta-mediaservices.com/GTC_2015)) of jl.medien e.K. are recognized as legally binding in all parts.

Place / Date

Company stamp and legally binding signature of exhibitor

## ■ 1.10.2 Exclusive sponsoring

Your exclusive sponsoring appears as a splash screen and as a permanent banner in the INHORGENTA MUNICH App within a category corresponding to your order.

Please tick	Description	EUR
<input type="checkbox"/>	Exclusive sponsoring of 1 product main category	1,250.–
<input type="checkbox"/>	Exclusive sponsoring of 2 product main categories	1,950.–

Please note that this advertising space is available only once. Therefore there is no guarantee when booking.

Please indicate which product main category/categories you would like to sponsor:

- Watches and clocks + Accessories
- Jewelry and accessories
- Stones
- Pearls and accessories
- Silverware
- Sales aids
- Manufacturing and technical equipment
- Miscellaneous

### Submission of your data:

E-Mail to: [info@inhorgenta-media.com](mailto:info@inhorgenta-media.com)  
Format: .png, .jpg, RGB, min. 72 dpi  
Size splash screen:  
smartphone: 1,656 x 2,492 px;  
tablet portrait/landscape: 2,160 x 2,304 px  
Size banner:  
smartphone small: 1,280 x 196 px; smartphone medium:  
1,500 x 196 px; smartphone large: 1,656 x 196 px;  
tablet portrait: 3,072 x 264 px; tablet landscape: 4,096 x 264 px

## ■ 1.10.3 Exclusive App partnerpage

Your exclusive App partnerpage will appear in the main menu under your own menu item.

Please tick	Description	EUR
<input type="checkbox"/>	Yes, please publish our <b>exclusive App partnerpage</b> .	1,750.–

Please note that this advertising space is available only once. Therefore there is no guarantee when booking.

### Submission of your data:

E-mail to: [info@inhorgenta-media.com](mailto:info@inhorgenta-media.com)  
File format: .pdf (max. 3 pages)  
Resolution: 72 dpi  
Format smartphone: min. 640 x 732 px  
Format tablet: min. 1,080 x 1,152 px  
Links must be provided in the document.

This order becomes valid with your legally binding signature.

The terms and conditions (available at [www.inhorgenta-mediaservices.com/GTC\\_2015](http://www.inhorgenta-mediaservices.com/GTC_2015)) of jll.medien e.K. are recognized as legally binding in all parts.

Place / Date

Company stamp and legally binding signature of exhibitor

## ■ 1.10.4 Banner

Your banner appears in the INHORGENTA MUNICH App and links to your detailed exhibitor page.

Please tick	Description	EUR
<input type="checkbox"/>	Banner in the submenu	950.–
<input type="checkbox"/>	Video banner in the submenu	950.–
<input type="checkbox"/>	Favorites banner	950.–

The banner in the submenu rotates if multiple orders are placed at the same time.  
Please note that the favorites banner is available only once. Therefore there is no guarantee when booking.

### Submission of your data:

E-mail to: [info@inhorgenta-media.com](mailto:info@inhorgenta-media.com)

Banner: format: .png, .jpg, RGB, min. 72 dpi; smartphone: 1,656 x 1,656 px; tablet: 4,096 x 1,368 px

Video banner: format: .h264; resolution: 720p; max. length: 30 sec.; max. size: 5 MB

Favorites banner: size: smartphone small: 1,280 x 196 px; smartphone medium: 1,500 x 196 px;  
smartphone large: 1,656 x 196 px; tablet portrait: 3,072 x 264 px; tablet landscape: 4,096 x 264 px

## ■ 1.10.5 Logo placements

Your logo appears in a logo helix of the App. With a tap on your logo, the user will be guided directly to your booth in the 2D/3D hall plan.

Your logo will appear directly on the hall rooftop in the 2D/3D hall plan of App.

Please tick	Description	EUR
<input type="checkbox"/>	Yes, please publish our logo in the <b>logo helix</b> of the App.	350.–
<input type="checkbox"/>	Yes, please publish our <b>rooftop logo</b> on the hall overview plan of the App.	595.–

Please note that these logo spaces are subject to availability and there is no guarantee when booking. There is only one rooftop logo per hall.

### Submission of your data:

E-mail to: [info@inhorgenta-media.com](mailto:info@inhorgenta-media.com)

Logo: vector file (e.g. eps)

This order becomes valid with your legally binding signature.

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Place / Date

Company stamp and legally binding signature of exhibitor

## Return to:

jl.medien e.K.  
INHORGENTA MUNICH Media Services  
Inselkammerstraße 5 | 82008 Unterhaching | Germany  
Tel. +49 89 666166-41 | Fax +49 89 666166-49  
info@inhorgenta-media.com | www.inhorgenta-media.com

Exhibitor

Hall / Stand no.

Contact

Street / P.O.Box

E-mail

Country / Town / Postal code

Tel. with area code and ext.

Fax with area code and ext.

## ■ 1.11.1 VideoAd

Your videoad appears in the Online Catalog, in the visitor and press section at inhorgenta.com and before a podcast on INHORGENTA MUNICH TV (max. 30 sec.)

Please tick	Description	EUR
<input type="checkbox"/>	Yes, please publish our <b>videoad</b> .	950.-

### Submission of your data:

E-mail to: info@inhorgenta-media.com  
File format: .mov, .wmv, QuickTime  
Duration: max. 30 seconds

This order becomes valid with your legally binding signature.

The terms and conditions (available at [www.inhorgenta-mediaservices.com/GTC\\_2015](http://www.inhorgenta-mediaservices.com/GTC_2015)) of jl.medien e.K. are recognized as legally binding in all parts.

Place / Date

Company stamp and legally binding signature of exhibitor

## Return to:

jl.medien e.K.  
INHORGENTA MUNICH Media Services  
Inselkammerstraße 5 | 82008 Unterhaching | Germany  
Tel. +49 89 666166-41 | Fax +49 89 666166-49  
info@inhorgenta-media.com | www.inhorgenta-media.com

Exhibitor

Hall / Stand no.

Contact

Street / P.O.Box

E-mail

Country / Town / Postal code

Tel. with area code and ext.

Fax with area code and ext.

## ■ 1.12.1 Online press box

Your online press box appear on the INHORGENTA MUNICH website and in the Online Catalog.

Please tick	Description	EUR
	Yes, please publish our <b>online press box</b> .	150.–

Included:

- 5 press releases in 5 languages (German, English, French, Italian, Spanish)
- Each press release contains:
  - 2,000 characters of text incl. spaces
  - 1 logo for download
  - 1 picture for download
  - 1 PDF made available for download
  - Contact for the press

**Submission of your data:**  
E-mail to: info@inhorgenta-media.com

## ■ 1.12.2 Additional press release

Your press releases appear on the INHORGENTA MUNICH website and in the Online Catalog.

Amount	Description	EUR
	Yes, please publish our <b>additional press releases</b> .	50.– each

Included:

- 2,000 characters of text incl. spaces
- 1 logo for download
- 1 picture for download
- 1 PDF made available for download
- Contact for the press

**Submission of your data:**  
E-mail to: info@inhorgenta-media.com

This order becomes valid with your legally binding signature.

The terms and conditions (available at [www.inhorgenta-mediaservices.com/GTC\\_2015](http://www.inhorgenta-mediaservices.com/GTC_2015)) of jl.medien e.K. are recognized as legally binding in all parts.

Place / Date

Company stamp and legally binding signature of exhibitor

### ■ 1.13.1 Correspondence address

Enter here the correspondence address for your INHORGENTA MUNICH Media Services orders.  
Please note that any address changes will not be submitted to Messe München GmbH.

**Your correspondence address**

for INHORGENTA MUNICH Media Services:

Company

Street/P.O.box

Postal code/Town

Country

Contact person Name

Contact person Position

Contact person Phone

Contact person Fax

Contact person E-mail

### ■ 1.13.2 Billing address

Enter here your billing address for your INHORGENTA MUNICH Media Services orders.  
Please note that any address changes will not be submitted to Messe München GmbH.

**Your billing address**

for INHORGENTA MUNICH Media Services:

Company

Street/P.O.box

Postal code/Town

Country

Contact person Name

Contact person Position

Contact person Phone

Contact person Fax

Contact person E-mail

**Please be sure to supply:**

VAT ID no.



Please transfer the category numbers (e.g. 2.1.19 designer jewelry) under which your entry should be published to the corresponding order form.

## 1 Watches and clocks + Accessories

### 1.1 Watches

- 1.1.3 Wristwatches
- 1.1.3.1 Analog quartz watches
- 1.1.3.2 Wristwatches with alarm
- 1.1.3.3 Automatic watches
- 1.1.3.4 Watches for the blind
- 1.1.3.5 Chrome watches
- 1.1.3.6 Chronographs
- 1.1.3.7 Chronometers
- 1.1.3.8 Designer watches
- 1.1.3.9 Digital quartz watches
- 1.1.3.10 Stainless steel watches
- 1.1.3.12 Pilot's watches
- 1.1.3.13 Radio-controlled watches
- 1.1.3.16 Gold watches
- 1.1.3.17 Jewelled watches
- 1.1.3.18 Children's watches
- 1.1.3.19 Mechanical watches
- 1.1.3.21 Multi-function watches
- 1.1.3.23 Platinum watches
- 1.1.3.25 Dress watches
- 1.1.3.26 Silver watches
- 1.1.3.32 Diver's watches
- 1.1.3.33 Titanium watches
- 1.1.3.38 Ceramic watches
- 1.1.3.39 Lifestyle and fashion watches
- 1.1.6 Pocket watches

### 1.2 Clocks

- 1.2.16 Chess clocks
- 1.2.24 Wall clocks
- 1.2.25 Alarm clocks
- 1.2.28 Table clocks

### 1.3 Accessories

- 1.3.2 Batteries
- 1.3.5 Watch straps
- 1.3.8 Watch and clock glasses
- 1.3.8.3 Grinding shops
- 1.3.17 Watch-winder

## 2 Jewelry and accessories

### 2.1 Jewelry

- 2.1.3 Antique jewelry
- 2.1.4 Bracelets
- 2.1.5 Bangles
- 2.1.7 Amber jewelry
- 2.1.9 Brilliant cut diamond and diamond jewelry
- 2.1.12 Bronze jewelry

- 2.1.13 Brooches
- 2.1.15 Letters of the alphabet
- 2.1.16 Châton settings
- 2.1.17 Necklaces
- 2.1.19 Designer jewelry
- 2.1.21 Stainless steel jewelry
- 2.1.22 Anodized jewelry
- 2.1.23 Enamel jewelry
- 2.1.24 Colored gem jewelry
- 2.1.26 Bank-note clips
- 2.1.27 Good luck charms
- 2.1.28 Gold jewelry
- 2.1.29 Gold jewelry sets
- 2.1.30 Garnet jewelry
- 2.1.31 Devotional medals
- 2.1.32 Men's jewelry
- 2.1.34 Art nouveau jewelry
- 2.1.35 Precious stone jewelry
- 2.1.36 Chains
- 2.1.36.3 Gold
- 2.1.36.5 Platinum
- 2.1.36.6 Rose gold
- 2.1.36.7 Silver
- 2.1.36.8 White gold
- 2.1.36.9 Anchor chains
- 2.1.36.14 Foot chains
- 2.1.36.16 Handcrafted chains
- 2.1.36.21 Bead chains
- 2.1.36.25 Solid chains
- 2.1.36.27 Snake chains
- 2.1.36.29 Venetian chains
- 2.1.36.30 Chain strand
- 2.1.37 Children's jewelry
- 2.1.38 Tie pins
- 2.1.39 Crosses
- 2.1.40 Men's accessories
- 2.1.41 Cufflinks
- 2.1.42 Marcasite jewelry
- 2.1.43 Medals
- 2.1.44 Medallions
- 2.1.46 Fashion jewelry
- 2.1.46.1 Brand fashion jewelry
- 2.1.49 Ear jewelry
- 2.1.49.1 Medical ear studs
- 2.1.51 Palladium jewelry
- 2.1.52 Pearl jewelry
- 2.1.53 Piercing jewelry, body jewelry
- 2.1.54 Pill boxes
- 2.1.55 Platinum jewelry
- 2.1.56 Rings
- 2.1.56.1 Brilliant-cut diamond rings
- 2.1.56.2 Friendship rings
- 2.1.56.3 Wedding rings
- 2.1.56.4 Platinum rings
- 2.1.56.5 Silver rings
- 2.1.56.6 Stainless steel rings
- 2.1.56.7 Eternity rings
- 2.1.56.8 Signet rings & plate rings
- 2.1.59 Keyrings
- 2.1.60 Bone and horn jewelry
- 2.1.61 Jewelry designs

Please transfer the category numbers (e.g. 2.1.19 designer jewelry) under which your entry should be published to the corresponding order form.

- 2.1.62 Silver jewelry
- 2.1.63 Sport jewelry
- 2.1.64 Stone jewelry
- 2.1.65 Signs of the zodiac
- 2.1.66 Teenagers' jewelry
- 2.1.67 Animal figures
- 2.1.68 Titanium jewelry
- 2.1.69 Jewelry for traditional costumes
- 2.1.70 Unique pieces of jewelry
- 2.1.72 Collecting systems
- 2.1.73 Fountain pens
- 2.1.74 Felt jewelry
- 2.1.75 Glass jewelry
- 2.1.76 Murano jewelry
- 2.1.78 African jewelry
- 2.1.79 Mokume Gane
- 2.1.80 Pearl jewelry production
- 2.1.81 Pearl necklaces
- 2.1.82 Pearl ear jewelry
- 2.1.83 Pearl rings
- 2.1.84 Lifestyle and fashion jewelry

## 2.2 Accessories

- 2.2.1 Parts for watch- and clockmakers and goldsmiths
- 2.2.1.2 Blanks
- 2.2.1.5 Beads
- 2.2.1.6 Earring parts
- 2.2.1.7 Earring backs
- 2.2.1.8 Tubes
- 2.2.2 Jewelry sales aids

## 2.4 Engravings

- 2.4.1 Handmade stone engravings
- 2.4.2 Handmade metal engravings

## 2.5 Jewelry clasps

- 2.5.1 Necklace clasps

# 3 Stones

## 3.1 Precious stones

- 3.1.1 Agate, Jasper, Cornelian, Onyx
- 3.1.2 Rock crystal, Chalcedony, Hematite, Jade, Cat's eye, Labradorite, Malachite, Nephrite, Rhodochrosite, Rhodonite, Rose quartz, Sodalite, Spectrolite, Suggelite, Tiger's eye
- 3.1.3 Chrysoprase, Lapis Lazuli, Turquoise
- 3.1.4 Opals / Fire opals
- 3.1.5 Moonstone, Sunstone
- 3.1.6 Alexandrite, Ametrine, Amethyst, Aquamarine, Brazilianite, Chrysoberyl, Citrine, Garnet, Heliodor, Iolite, Kunzite, Morganite, Peridot, Phenakite, Rubelite, Spinel, Tanzanite, Topaz, Tsavorite, Tourmaline
- 3.1.7 Rubies, Sapphires, Emeralds, Star rubies, Star sapphires
- 3.1.8 Diamonds
- 3.1.8.1 Old cut diamonds
- 3.1.8.2 Natural-colored diamonds
- 3.1.10 Rough diamonds

- 3.1.12 Other colored stones
- 3.1.13 Special cuts
- 3.1.14 Cabochon

## 3.2 Synthetic stones

- 3.2.4 Zirconia
- 3.2.7 Opal imitation

## 3.3 Precious stone chains

## 3.4 Arts and crafts with precious stones

- 3.4.1 Precious stone balls
- 3.4.2 Precious stone bowls and dishes
- 3.4.3 Cameos
- 3.4.4 Gems
- 3.4.5 Stone figures / Sculptures

## 3.6 Organic precious stones

- 3.6.3 Corals
- 3.6.4 Amber

## 3.7 Semi-precious stones

# 4 Pearls and accessories

## 4.1 Pearls

- 4.1.1 Akoya pearls
- 4.1.2 Fancy pearls
- 4.1.3 Imitation pearls
- 4.1.4 Keshi pearls
- 4.1.6 Natural pearls
- 4.1.9 Cultured South Sea pearls
- 4.1.10 Freshwater cultured pearls
- 4.1.10.1 Chinese freshwater cultured pearls
- 4.1.12 Tahitian cultured pearls
- 4.1.14 Red Sea cultured pearls
- 4.1.15 Kasumigaura cultured pearls

## 4.3 Accessories

- 4.3.2 Pearl clasps
- 4.3.3 Connecting parts for strings of pearls

# 5 Silverware

## 5.2 Cutlery

## 5.3 Picture frames

## 5.4 Decorative vessels

## 5.7 Gift articles

## 5.9 Candlesticks

## 5.11 Writing utensils

Please transfer the category numbers (e.g. 2.1.19 designer jewelry) under which your entry should be published to the corresponding order form.

## 5.13 Silver-mounted crystal

## 5.15 Tableware

5.15.1 Unique pieces of tableware

## 5.17 Silver articles

# 6 Sales aids

## 6.2 Displays / Display shelves

## 6.3 Labels

## 6.4 Cases

6.4.2 Custom-made cases

## 6.5 Boxes

## 6.6 Sample cases / Transport aids

## 6.7 Paper bags

## 6.8 Price tags

## 6.9 Carrier bags / Packaging

## 6.10 Display cards

## 6.11 Jewelry boxes / Collection boxes

## 6.12 Sales promotion materials

## 6.13 Packing materials

## 6.14 Presentation trays

## 6.15 Decorative items

# 7 Manufacturing and technical equipment

## 7.1 Precious metals and precious metal machining and finishing

- 7.1.1 Die castings
- 7.1.2 Precious metal baths
- 7.1.3 Precious metals
- 7.1.4 Precious metal semifinished products
- 7.1.5 Precious metal recovery equipment
- 7.1.6 Settings
- 7.1.6.1 Gold
- 7.1.6.2 Silver
- 7.1.6.3 Platinum
- 7.1.6.4 Palladium
- 7.1.7 Electroplating equipment and baths
- 7.1.8 Electroplating processes for separating gold and silver
- 7.1.9 Electroplating processes for separating copper, nickel, chrome, zinc, tin, cadmium and brass
- 7.1.10 Electroplating processes for finishing surfaces
- 7.1.11 Centrifugal casting

- 7.1.12 Casting waxes
- 7.1.14 Casting blanks
- 7.1.15 Separating shops
- 7.1.17 Jewelry wire
- 7.1.18 Jewelry blanks
- 7.1.19 Welding equipment
- 7.1.20 Silicone moulds
- 7.1.21 Sintering plant for multi-colored rings
- 7.1.22 Special continuous casting machines
- 7.1.24 Disk centrifugal machines
- 7.1.25 Drying centrifuges
- 7.1.26 Vacuum and die-casting plant for platinum
- 7.1.27 Vacuum casting plant
- 7.1.28 Master alloys
- 7.1.29 Lost-wax melting furnaces
- 7.1.30 Wax parts
- 7.1.31 Foundries
- 7.1.32 Equipment for gold and jewelry analysis

## 7.2 Shop fittings

- 7.2.1 Outdoor advertising
- 7.2.2 Lighting systems
- 7.2.6 Shop and window fittings
- 7.2.7 Shop planning / Interior decoration
- 7.2.8 Showcases

## 7.3 Cleaning / Polishing / Care

- 7.3.1 Care products
- 7.3.2 Polishing and grinding materials
- 7.3.3 Cleaning materials
- 7.3.6 Ultrasonic cleaning equipment
- 7.3.7 Other chemicals for goldsmiths and watch- and clockmakers

## 7.4 Security systems

- 7.4.2 Electronic locking systems
- 7.4.6 Security systems for shop windows
- 7.4.7 Protective systems
- 7.4.8 Steel cabinets
- 7.4.9 Strong rooms
- 7.4.10 Special safety glass

## 7.5 Product management

- 7.5.1 Bar-coding
- 7.5.2 Computers
- 7.5.3 Labels
- 7.5.4 Label-printing systems
- 7.5.5 Other software
- 7.5.6 Product management systems

## 7.6 Workshop fittings / Tools / Machinery / Equipment / Plant

- 7.6.12 Lathes
- 7.6.16 Electrolytic polishing baths and equipment
- 7.6.22 Milling machines
- 7.6.24 Gold and silver solders
- 7.6.25 Goldsmiths' supplies
- 7.6.27 Granulating machines
- 7.6.28 Engraving machines
- 7.6.29 Engraving plates

Please transfer the category numbers (e.g. 2.1.19 designer jewelry) under which your entry should be published to the corresponding order form.

7.6.31	Engravings
7.6.32	Instruments for examining precious stones
7.6.36	Laser-welding equipment
7.6.37	Soldering appliances
7.6.39	Machines for cutting, polishing and drilling gems
7.6.40	Machines for cutting, polishing and drilling metals
7.6.41	Micro-welding equipment
7.6.42	Microscopes
7.6.43	Mineralogical testing equipment
7.6.46	Polishing and buffing disks
7.6.47	Polishing machines
7.6.50	Cleaning and degreasing systems
7.6.51	Refractometers
7.6.52	Rotary tools
7.6.55	Melting furnaces
7.6.56	Silversmiths' workshop fittings
7.6.61	Watch- and clock-testing equipment
7.6.62	Watch- and clockmakers' supplies
7.6.65	Workshop equipment for the after-sales service of watches, clocks and jewelry
7.6.66	Tools
7.6.66.1	Diamond tools
7.6.66.3	Milling tools
7.6.66.4	Hard metal tools
7.6.66.5	Soldering appliances
7.6.66.6	Measuring tools
7.6.66.7	Tweezers
7.6.66.13	Pincers and pliers
7.6.67	Timing machines
7.6.68	Other machines and equipment for the watch, clock and jewelry sector
7.6.69	Gemmological testing equipment

## 7.7 Jewelry photography

7.7.1	Lightbox system
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## 7.8 Jewelry and watch repairs

## 7.9 New technology

## 7.10 Rapid Prototyping

## 8.5 Other

8.5.1	Trade fairs
8.5.2	Business concepts for jewellers in licensing partnerships
8.5.3	Logistic services

## 8.6 Schools / Universities

## 8.7 Testing institutes

# 8 Miscellaneous

## 8.1 Trade associations

## 8.2 Trade publishers

8.2.1	Trade magazines and specialist books
8.2.1.1	Trade magazines for jewelry
8.2.1.2	Trade magazines for watches

## 8.3 Insurance companies

## 8.4 Weather stations

8.4.1	Barometers
8.4.2	Hygrometers
8.4.3	Thermometers

Please transfer the category numbers (e.g. 2.1.19 designer jewelry) under which your entry should be published to the corresponding order form.

## A

- 1.3 Accessories (Watches and clocks + Accessories)
- 2.2 Accessories (Jewelry and accessories)
- 4.3 Accessories (Pearls and accessories)
- 2.1.78 African jewelry
- 3.1.1 Agate, Jasper, Cornelian, Onyx
- 4.1.1 Akoya pearls
- 1.2.25 Alarm clocks
- 3.1.6 Alexandrite, Ametrine, Amethyst, Aquamarine, Brazilianite, Chrysoberyl, Citrine, Garnet, Heliodor, Iolite, Kunzite, Morganite, Peridot, Phenakite, Rubelite, Spinel, Tanzanite, Topaz, Tsavorite, Tourmaline
- 3.6.4 Amber
- 2.1.7 Amber jewelry
- 1.1.3.1 Analog quartz watches
- 2.1.36.9 Anchor chains
- 2.1.67 Animal figures
- 2.1.22 Anodized jewelry
- 2.1.3 Antique jewelry
- 2.1.34 Art nouveau jewelry
- 3.4 Arts and crafts with precious stones
- 1.1.3.3 Automatic watches

## B

- 2.1.5 Bangles
- 2.1.26 Bank-note clips
- 7.5.1 Bar-coding
- 8.4.1 Barometers
- 1.3.2 Batteries
- 2.1.36.21 Bead chains
- 2.2.1.5 Beads
- 2.2.1.2 Blanks
- 2.1.60 Bone and horn jewelry
- 6.5 Boxes
- 2.1.4 Bracelets
- 2.1.46.1 Brand fashion jewelry
- 2.1.9 Brilliant cut diamond- and diamond jewelry
- 2.1.56.1 Brilliant-cut diamond rings
- 2.1.12 Bronze jewelry
- 2.1.13 Brooches
- 8.5.2 Business concepts for jewellers in licensing partnerships

## C

- 3.1.14 Cabochon
- 3.4.3 Cameos
- 5.9 Candlesticks
- 7.3.1 Care products
- 6.9 Carrier bags / Packaging
- 6.4 Cases
- 7.1.14 Casting blanks
- 7.1.12 Casting waxes
- 7.1.11 Centrifugal casting
- 1.1.3.38 Ceramic watches
- 2.1.36.30 Chain strand
- 2.1.36 Chains
- 2.1.16 Châton settings
- 1.2.16 Chess clocks
- 2.1.37 Children's jewelry
- 1.1.3.18 Children's watches

- 4.1.10.1 Chinese freshwater cultured pearls
- 1.1.3.5 Chrome watches
- 1.1.3.6 Chronographs
- 1.1.3.7 Chronometers
- 3.1.3 Chrysoprase, Lapis Lazuli, Turquoise
- 7.3 Cleaning / Polishing / Care
- 7.6.50 Cleaning and degreasing systems
- 7.3.3 Cleaning materials
- 1.2 Clocks
- 2.1.72 Collecting systems
- 2.1.24 Colored gem jewelry
- 7.5.2 Computers
- 4.3.3 Connecting parts for strings of pearls
- 3.6.3 Corals
- 2.1.39 Crosses
- 2.1.41 Cufflinks
- 4.1.9 Cultured South Sea pearls
- 6.4.2 Custom-made cases
- 5.2 Cutlery

## D

- 6.15 Decorative items
- 5.4 Decorative vessels
- 2.1.19 Designer jewelry
- 1.1.3.8 Designer watches
- 2.1.31 Devotional medals
- 7.6.66.1 Diamond tools
- 3.1.8 Diamonds
- 7.1.1 Die castings
- 1.1.3.9 Digital quartz watches
- 7.1.24 Disk centrifugal machines
- 6.10 Display cards
- 6.2 Displays / Display shelves
- 1.1.3.32 Diver's watches
- 1.1.3.25 Dress watches
- 7.1.25 Drying centrifuges

## E

- 2.1.49 Ear jewelry
- 2.2.1.7 Earring backs
- 2.2.1.6 Earring parts
- 7.6.16 Electrolytic polishing baths and equipment
- 7.4.2 Electronic locking systems
- 7.1.7 Electroplating equipment and baths
- 7.1.10 Electroplating processes for finishing surfaces
- 7.1.9 Electroplating processes for separating copper, nickel, chrome, zinc, tin, cadmium and brass
- 7.1.8 Electroplating processes for separating gold and silver
- 2.1.23 Enamel jewelry
- 7.6.28 Engraving machines
- 7.6.29 Engraving plates
- 2.4 Engravings
- 7.6.31 Engravings
- 7.1.32 Equipment for gold and jewelry analysis
- 2.1.56.7 Eternity rings

## F

- 4.1.2 Fancy pearls
- 2.1.46 Fashion jewelry

Please transfer the category numbers (e.g. 2.1.19 designer jewelry) under which your entry should be published to the corresponding order form.

2.1.74 Felt jewelry  
2.1.36.14 Foot chains  
7.1.31 Foundries  
2.1.73 Fountain pens  
4.1.10 Freshwater cultured pearls  
2.1.56.2 Friendship rings

## G

2.1.30 Garnet jewelry  
7.6.69 Gemmological testing equipment  
3.4.4 Gems  
5.7 Gift articles  
2.1.75 Glass jewelry  
2.1.36.3 Gold (Jewelry and accessories)  
7.1.6.1 Gold (Manufacturing and technical equipment)  
7.6.24 Gold and silver solders  
2.1.28 Gold jewelry  
2.1.29 Gold jewelry sets  
1.1.3.16 Gold watches  
7.6.25 Goldsmiths' supplies  
2.1.27 Good luck charms  
7.6.27 Granulating machines  
1.3.8.3 Grinding shops

## H

2.1.36.16 Handcrafted chains  
2.4.2 Handmade metal engravings  
2.4.1 Handmade stone engravings  
7.6.66.4 Hard metal tools  
8.4.2 Hygrometers

## I

4.1.3 Imitation pearls  
7.6.32 Instruments for examining precious stones  
8.3 Insurance companies

## J

1.1.3.17 Jewelled watches  
2.1 Jewelry  
2 Jewelry and accessories  
7.8 Jewelry and watch repairs  
7.1.18 Jewelry blanks  
6.11 Jewelry boxes / Collection boxes  
2.5 Jewelry clasps  
2.1.61 Jewelry designs  
2.1.69 Jewelry for traditional costumes  
7.7 Jewelry photography  
2.2.2 Jewelry sales aids  
7.1.17 Jewelry wire

## K

4.1.15 Kasumigaura cultured pearls  
4.1.4 Keshi pearls  
2.1.59 Keyrings

## L

7.5.4 Label-printing systems

6.3 Labels (Sales aids)  
7.5.3 Labels (Manufacturing and technical equipment)  
7.6.36 Laser-welding equipment  
7.6.12 Lathes  
2.1.15 Letters of the alphabet  
2.1.84 Lifestyle and fashion jewelry  
1.1.3.39 Lifestyle and fashion watches  
7.7.1 Lightbox system  
7.2.2 Lighting systems  
8.5.3 Logistic services  
7.1.29 Lost-wax melting furnaces

## M

7.6.39 Machines for cutting, polishing and drilling gems  
7.6.40 Machines for cutting, polishing and drilling metals  
7 Manufacturing and technical equipment  
2.1.42 Marcasite jewelry  
7.1.28 Master alloys  
7.6.66.6 Measuring tools  
1.1.3.19 Mechanical watches  
2.1.44 Medallions  
2.1.43 Medals  
2.1.49.1 Medical ear studs  
7.6.55 Melting furnaces  
2.1.40 Men's accessories  
2.1.32 Men's jewelry  
7.6.42 Microscopes  
7.6.41 Micro-welding equipment  
7.6.22 Milling machines  
7.6.66.3 Milling tools  
7.6.43 Mineralogical testing equipment  
8 Miscellaneous  
2.1.79 Mokume Gane  
3.1.5 Moonstone, Sunstone  
1.1.3.21 Multi-function watches  
2.1.76 Murano jewelry

## N

4.1.6 Natural pearls  
3.1.8.2 Natural-colored diamonds  
2.5.1 Necklace clasps  
2.1.17 Necklaces  
7.9 New technology

## O

3.1.8.1 Old cut diamonds  
3.2.7 Opal imitation  
3.1.4 Opals / Fire opals  
3.6 Organic precious stones  
8.5 Other  
7.3.7 Other chemicals for goldsmiths and watch- and clockmakers  
3.1.12 Other colored stones  
7.6.68 Other machines and equipment for the watch, clock and jewelry sector  
7.5.5 Other software  
7.2.1 Outdoor advertising

Please transfer the category numbers (e.g. 2.1.19 designer jewelry) under which your entry should be published to the corresponding order form.

## P

6.13	Packing materials
7.1.6.4	Palladium
2.1.51	Palladium jewelry
6.7	Paper bags
2.2.1	Parts for watch- and clockmakers and goldsmiths
4.3.2	Pearl clasps
2.1.82	Pearl ear jewelry
2.1.52	Pearl jewelry
2.1.80	Pearl jewelry production
2.1.81	Pearl necklaces
2.1.83	Pearl rings
4.1	Pearls
4	Pearls and accessories
5.3	Picture frames
2.1.53	Piercing jewelry, body jewelry
2.1.54	Pill boxes
1.1.3.12	Pilot's watches
7.6.66.13	Pincers and pliers
2.1.36.5	Platinum (Jewelry and accessories)
7.1.6.3	Platinum (Manufacturing and technical equipment)
2.1.55	Platinum jewelry
2.1.56.4	Platinum rings
1.1.3.23	Platinum watches
1.1.6	Pocket watches
7.6.46	Polishing and buffing disks
7.3.2	Polishing and grinding materials
7.6.47	Polishing machines
7.1.2	Precious metal baths
7.1.5	Precious metal recovery equipment
7.1.4	Precious metal semifinished products
7.1.3	Precious metals
7.1	Precious metals and precious metal machining and finishing
3.4.1	Precious stone balls
3.4.2	Precious stone bowls and dishes
3.3	Precious stone chains
2.1.35	Precious stone jewelry
3.1	Precious stones
6.14	Presentation trays
6.8	Price tags
7.5	Product management
7.5.6	Product management systems
7.4.7	Protective systems

## R

1.1.3.13	Radio-controlled watches
7.10	Rapid Prototyping
4.1.14	Red Sea cultured pearls
7.6.51	Refractometers
2.1.56	Rings
3.1.2	Rock crystal, Chalcedony, Hematite, Jade, Cat's eye, Labradorite, Malachite, Nephrite, Rhodochrosite, Rhodonite, Rose quartz, Sodalite, Spectrolite, Suggelite, Tiger's eye
2.1.36.6	Rose gold
7.6.52	Rotary tools
3.1.10	Rough diamonds
3.1.7	Rubies, Sapphires, Emeralds, Star rubies, Star sapphires

## S

6	Sales aids
6.12	Sales promotion materials
6.6	Sample cases / Transport aids
8.6	Schools / Universities
7.4	Security systems
7.4.6	Security systems for shop windows
3.7	Semi-precious stones
7.1.15	Separating shops
7.1.6	Settings
7.2.6	Shop and window fittings
7.2	Shop fittings
7.2.7	Shop planning / Interior decoration
7.2.8	Showcases
2.1.56.8	Signet rings & plate rings
2.1.65	Signs of the zodiac
7.1.20	Silicone moulds
2.1.36.7	Silver (Jewelry and accessories)
7.1.6.2	Silver (Manufacturing and technical equipment)
5.17	Silver articles
2.1.62	Silver jewelry
2.1.56.5	Silver rings
1.1.3.26	Silver watches
5.13	Silver-mounted crystal
7.6.56	Silversmiths' workshop fittings
5	Silverware
7.1.21	Sintering plant for multi-colored rings
2.1.36.27	Snake chains
7.6.37	Soldering appliances
7.6.66.5	Soldering appliances
2.1.36.25	Solid chains
7.1.22	Special continuous casting machines
3.1.13	Special cuts
7.4.10	Special safety glass
2.1.63	Sport jewelry
2.1.21	Stainless steel jewelry
2.1.56.6	Stainless steel rings
1.1.3.10	Stainless steel watches
7.4.8	Steel cabinets
3.4.5	Stone figures / Sculptures
2.1.64	Stone jewelry
3	Stones
7.4.9	Strong rooms
3.2	Synthetic stones

## T

1.2.28	Table clocks
5.15	Tableware
4.1.12	Tahitian cultured pearls
2.1.66	Teenagers' jewelry
8.7	Testing institutes
8.4.3	Thermometers
2.1.38	Tie pins
7.6.67	Timing machines
2.1.68	Titanium jewelry
1.1.3.33	Titanium watches
7.6.66	Tools
8.1	Trade associations
8.5.1	Trade fairs



Please transfer the category numbers (e.g. 2.1.19 designer jewelry) under which your entry should be published to the corresponding order form.

- 8.2.1 Trade magazines and specialist books
- 8.2.1.1 Trade magazines for jewelry
- 8.2.1.2 Trade magazines for watches
- 8.2 Trade publishers
- 2.2.1.8 Tubes
- 7.6.66.7 Tweezers

## U

- 7.3.6 Ultrasonic cleaning equipment
- 2.1.70 Unique pieces of jewelry
- 5.15.1 Unique pieces of tableware

## V

- 7.1.26 Vacuum and die-casting plant for platinum
- 7.1.27 Vacuum casting plant
- 2.1.36.29 Venetian chains

## W

- 1.2.24 Wall clocks
- 1.3.8 Watch and clock glasses
- 7.6.62 Watch- and clockmakers' supplies
- 7.6.61 Watch- and clock-testing equipment
- 1.3.5 Watch straps
- 1.1 Watches
- 1 Watches and clocks + Accessories
- 1.1.3.4 Watches for the blind
- 1.3.17 Watch-winder
- 7.1.30 Wax parts
- 8.4 Weather stations
- 2.1.56.3 Wedding rings
- 7.1.19 Welding equipment
- 2.1.36.8 White gold
- 7.6.65 Workshop equipment for the after-sales service of watches, clocks and jewelry
- 7.6 Workshop fittings / Tools / Machinery / Equipment / Plant
- 1.1.3 Wristwatches
- 1.1.3.2 Wristwatches with alarm
- 5.11 Writing utensils

## Z

- 3.2.4 Zirconia

### Return to:

jl.medien e.K.  
INHORGENTA MUNICH Media Services  
Inselkammerstraße 5 | 82008 Unterhaching | Germany  
Tel. +49 89 666166-41 | Fax +49 89 666166-49  
info@inhorgenta-media.com | www.inhorgenta-media.com

Exhibitor

Hall / Stand no.

Contact

Street / P.O.Box

E-mail

Country / Town / Postal code

Tel. with area code and ext.

Fax with area code and ext.

## NEW! INHORGENTA MUNICH matchmaking in the Online Catalog from December 2015 on!

### OUR SERVICE – YOUR BENEFITS.

Make the most of INHORGENTA MUNICH's potential and generate new business contacts!

INHORGENTA MUNICH matchmaking gives you the opportunity to find new business partners and initiate business before the trade fair even opens its doors.

Define on INHORGENTA MUNICH matchmaking the contacts you would like to get in touch with at the fair in 2016.

All in the spirit of networking, you will then be recommended to your target group.

### Your benefits:

- Acquire new customers
- Additional visitor potential
- Inquiries before the fair even begins
- Targeted contacts
- Simplified appointment requests
- More trade fair success

### INHORGENTA MUNICH MATCHMAKING – THIS IS HOW IT WORKS.

INHORGENTA MUNICH matchmaking is based on the product entries you have already ordered. Define **free-of-charge** the kind of contacts you search for corresponding to these entries. Specify for example that you are looking for "concept stores" for "2.1.19 designer jewelry" – your product entry – in "Sweden" or maybe "Japan".

In the INHORGENTA MUNICH Online Catalog (List of Exhibitors), visitors can then search for exhibitors who are looking for what they offer.

If visitors also register on MY.INHORGENTAMUNICH in the Online Catalog, they automatically receive suggestions for exhibitors that fit their profile.

This order becomes valid with your legally binding signature.

The terms and conditions (available at [www.inhorgenta-mediaservices.com/GTC\\_2015](http://www.inhorgenta-mediaservices.com/GTC_2015)) of jl.medien e.K. are recognized as legally binding in all parts.

Place / Date

Company stamp and legally binding signature of exhibitor

## 1.15.1 Matchmaking – form 1

Indicate your “We are looking for” details and the countries you are searching in corresponding to the product entry you have already ordered.

PLEASE NOTE: A selection of multiple countries is possible. If your country selection fits only part of your “We are looking for” details, please use form 2 to make a distinction.



Complete your matchmaking details simply online:  
[www.inhorgenta-media.com](http://www.inhorgenta-media.com)  
 >> Online booking >> matchmaking

Product category: \_\_\_\_\_

We are looking for:	Countries (Several countries or regions possible.)
Specialized trade / Retailer	
Jeweler	
Concept Stores	
Gallery	
Optician	
Textile Retail & Leather Good Store	
Barber's Shop (Owner)	
Coin Dealer	
Specialized trade / Wholesaler	
Department Store	
Duty Free Shop	
Mail Order Retail	
Sales Representative	
Watch Makers	
Gold-/Silversmith	
Designer	
Service Provider	
Supplier	
Mint	
Electroplate	
Engraver	
Advertising and PR Agency	
Photographer	
Gemstone Expert	
Diamond Appraiser	
Gemstone setter	
Gemmologist	
Mineralogist	

Your INHORGENTA MUNICH matchmaking contact:

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Phone \_\_\_\_\_ E-mail \_\_\_\_\_

This order becomes valid with your legally binding signature.  
 The terms and conditions (available at [www.inhorgenta-mediaservices.com/GTC\\_2015](http://www.inhorgenta-mediaservices.com/GTC_2015)) of jl.medien e.K. are recognized as legally binding in all parts.

Place / Date

Company stamp and legally binding signature of exhibitor

## 1.15.2 Matchmaking – form 2

Indicate your “We are looking for” details and the countries you are searching in corresponding to the product entry you have already ordered.

PLEASE NOTE: A selection of multiple countries is possible. If your country selection fits only part of your “We are looking for” details, please copy this form to make a distinction.

Product category: \_\_\_\_\_

We are looking for:	Countries (Several countries or regions possible.)
Specialized trade / Retailer	
Jeweler	
Concept Stores	
Gallery	
Optician	
Textile Retail & Leather Good Store	
Barber's Shop (Owner)	
Coin Dealer	
Specialized trade / Wholesaler	
Department Store	
Duty Free Shop	
Mail Order Retail	
Sales Representative	
Watch Makers	
Gold-/Silversmith	
Designer	
Service Provider	
Supplier	
Mint	
Electroplate	
Engraver	
Advertising and PR Agency	
Photographer	
Gemstone Expert	
Diamond Appraiser	
Gemstone setter	
Gemmologist	
Mineralogist	

Your INHORGENTA MUNICH matchmaking contact:

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_

This order becomes valid with your legally binding signature.

The terms and conditions (available at [www.inhorgenta-mediaservices.com/GTC\\_2015](http://www.inhorgenta-mediaservices.com/GTC_2015)) of jl.medien e.K. are recognized as legally binding in all parts.

Place / Date

Company stamp and legally binding signature of exhibitor

## Return to:

Messe München GmbH  
Customer Interaction Center  
Messegelände | 81823 München | Germany  
Tel. +49 89 949-11398 | Fax +49 89 949-9721859  
advertising@messe-muenchen.de

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

Online vouchers are a particularly quick, easy and cost-effective way to invite your customers to visit your stand. When you order online vouchers, you will receive an e-mail containing online voucher numbers in an XLS file that you can incorporate into your invitation e-mailings.

Please note the discount price! The fee for online vouchers is **EUR 12.61 per redeemed voucher plus VAT**.

**The prerequisite for using online vouchers is that your customers must redeem their online voucher numbers at [www.inhorgenta.com/voucher](http://www.inhorgenta.com/voucher) prior to the fair.** Once registration is complete, their personal print@home ticket will be sent to them by e-mail. Their printed print@home ticket is their admission ticket and gives them direct access to the fair.

Six weeks after the fair is over, you will receive the listing of actually used voucher numbers with the final invoice.

To prevent unauthorized use of online vouchers, we recommend only sending tickets to contacts whom you actually know and to keep a record of the voucher number/s allocated to them.

When sending out online vouchers, please inform your customers that they must register online at **[www.inhorgenta.com/voucher](http://www.inhorgenta.com/voucher)**.

We accept the aforementioned conditions and hereby order

Quantity (minimum order: 10 online vouchers)

Resale of online voucher numbers is prohibited.

## Note

Please note that online vouchers can be redeemed no earlier than 24 hours after delivery.

Order deadline: February 10, 2016

**Important:** When you order by fax, please do not also forward original.

Place / date

Company stamp and legally binding signature of exhibitor

## Return to:

Messe München GmbH  
Customer Interaction Center  
Messegelände | 81823 München | Germany  
Tel. +49 89 949-11398 | Fax +49 89 949-9721859  
advertising@messe-muenchen.de

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

Vouchers allow you to personally invite your customers to visit your stand. Each voucher is numbered and includes your company imprint.

When sending out your vouchers, please inform your customers that they must register online at [www.inhorgenta.com/voucher](http://www.inhorgenta.com/voucher), where they can enter their voucher number. Once registration is complete, their personal Print@home Ticket will be sent to them by e-mail. Their printed Print@home Ticket is their admission ticket and gives them direct access to the fair.

Six weeks after the fair is over, we will invoice you for the vouchers that were actually used at the price of **EUR 15.97** plus VAT per voucher and send you a list of redeemed voucher numbers.

To prevent unauthorized use of vouchers, we recommend only sending vouchers to contacts whom you actually know and to keep a record of the voucher number/s allocated to them.

We accept the aforementioned conditions and hereby order

Quantity (minimum order: 10 online vouchers)

vouchers.

## Please note the final order deadline for your country/region:

- Germany **January 29, 2016**
- Europe **January 22, 2016**
- Overseas and Italy **January 15, 2016**

We would be pleased to accept your order after these dates. However, we then request that you pick up your vouchers directly at the Exhibitor Pass Counter in the West Entrance against presentation of proof of company affiliation.

## ■ Please note

**Important:** When you order by fax, do not additionally forward the original by post.

Shipping address (if different from the exhibitor) Street / P.O. Box / Country / Town / Postcode

Place / date

Company stamp and legally binding signature of exhibitor

## Return to:

Messe München GmbH  
Customer Interaction Center  
Messegelände | 81823 München | Germany  
Tel. +49 89 949-11398 | Fax +49 89 949 9721859  
advertising@messe-muenchen.de

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

## ■ Advertising materials

Description	Size	Quantity			Order Deadlines
<b>Visitor brochure</b> available as of November 2015, minimum order quantity: 10 (free of charge, weight 7.5 g)	10.5 x 21.0 cm	German	English		Germany: January 29, 2016 Europe: January 22, 2016 Overseas: January 15, 2016
<b>Stickers</b> with imprint "Halle/Stand Nr." respectively "Hall/stand no." available as of November 2015 <b>Delivery under separate cover approx. 2 weeks after order placement.</b> (Fee: EUR 30.00/1,000 stickers plus VAT, minimum order quantity: 1,000)	3.5 x 6.0 cm	German	English		Germany: January 15, 2016 Europe: January 8, 2016 Overseas: January 4, 2016
<b>Stickers</b> without imprint available as of November 2015 (Fee: EUR 25.00/1,000 stickers plus VAT, minimum order quantity: 1,000)	3.5 x 6.0 cm	English			Germany: January 29, 2016 Europe: January 22, 2016 Overseas: January 15, 2016
<b>Posters</b> available as of November 2015 (free of charge, max. 10 posters)	59.4 x 84.1 cm (DIN A1)	English			Germany: January 29, 2016 Europe: January 22, 2016 Overseas: January 15, 2016
<b>INHORGENTA MUNICH City Guide</b> available as of November 2015 (free of charge, maximum order quantity: 10, weight: 54 g) While supplies last	19 x 13 cm	Bi-lingual (German/English)			Germany: January 29, 2016 Europe: January 22, 2016 Overseas: January 15, 2016
<b>Hotel Guide</b> available as of now (EUR 1.00 incl. VAT/guide; weight 122 g)	20.0 x 29.0 cm	Bi-lingual (German/English)			Germany: January 29, 2016 Europe: January 22, 2016 Overseas: January 15, 2016
<b>Munich City Map</b> available as of now (EUR 1.00 incl. VAT/map; weight 18 g)	7.8 x 10.8 cm	Bi-lingual (German/English)			Germany: January 29, 2016 Europe: January 22, 2016 Overseas: January 15, 2016
<b>Munich City Guide</b> available as of now (EUR 1.00 incl. VAT/guide; weight 115 g)	11.5 x 21.0 cm	Bi-lingual (German/English)			Germany: January 29, 2016 Europe: January 22, 2016 Overseas: January 15, 2016
<b>Munich City Guide and City Map</b> available as of now (EUR 2.00 incl. VAT/guide; weight 133 g)	11.5 x 21.0 cm	Bi-lingual (German/English)			Germany: January 29, 2016 Europe: January 22, 2016 Overseas: January 15, 2016



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#### INHORGENTA MUNICH Seal

Draw attention to your trade fair appearance. You will obtain the INHORGENTA MUNICH seal as a jpg-file with hall and booth number for individual, multi-purpose use. Tel. +49 89 6661 6641, Fax +49 89 6661 6649, E-Mail: [info@inhorgenta-media.com](mailto:info@inhorgenta-media.com)

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#### Show Guide

Responsible for logo entries and ads: [info@inhorgenta-media.com](mailto:info@inhorgenta-media.com), Tel. +49 89 6661 6641, Fax: +49 89 6661 6649, E-Mail: [info@inhorgenta-media.com](mailto:info@inhorgenta-media.com)

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#### Catalog entry/banner

Please contact [info@inhorgenta-media.com](mailto:info@inhorgenta-media.com) or dial Tel. +49 89 6661 6641, Fax: +49 89 6661 6649

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## ■ Telefax Orders

**Please send fax orders to the following number: +49 89 949-9721859**

For all advertising materials for INHORGENTA MUNICH 2016: Please order by fax or by mail. **Important:** If you order by fax, please **do not** also forward original.

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different Shipping address Street / P.O. Box / Country / Town / Postcode

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Place / date

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Company stamp and legally binding signature of exhibitor

### Return to:

Messe München GmbH  
 Messegelände | 81823 München | Germany  
 Tel. +49 89 949-21250/21251 | Fax +49 89 949 21258  
 iukberatung@messe-muenchen.de

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

As an exhibitor, you can order various Scan2Lead modules (listed below) to configure a solution that meets your needs:

## ■ Scan2Lead – the modern visitor scanner solution for trade fair exhibitors

Scan2Lead gives you, the exhibitor, a number of proven options for tracking visitors to your stand.

At the touch of key, you can thus obtain the information provided by visitors when they register. You have immediate access to the relevant contact data and can store further key lead information on the person concerned.

## ■ Visitor scanner – an important tool for your exhibition success

All visitor-related information that you scan and record at your stand is also immediately available in your clearly organized personal web portal.

The information can easily be transferred to your CRM or other marketing systems for subsequent use. It saves the error-prone and time-consuming manual typing-in of handwritten lead forms.

If you own a smartphone or tablet (Android/Apple), you can get started right away.

We hereby order - in the name and on behalf of the above exhibitor:

Quantity	Item no.	Description	EUR/unit
	1a	<b>Scan2Lead SMART – the smartphone and tablet solution (Apple and Android)*</b> Simply hold the camera of your smartphone/tablet up to the barcode on the visitor pass and the visitor's particulars will immediately appear on screen. Meeting notes and freely definable areas of interest can also be added. Perfect for nearly every scenario – ideal for recording meeting notes.	149.00
	1b	Same as 1a, but also includes a tablet on loan for the duration of the trade fair.	299.00
	2	<b>Scan2Lead COLLECT – the solution for the simple collection of visitor data</b> The small scanner enables you to scan hundreds of visitors quickly and conveniently. The solution is suited to situations in which no additional information on visitors initially needs to be logged, whereby the focus is on extremely easy operation and optimum mobility.	199.00
	3a	<b>Scan2Lead STATION – the solution for your counter*</b> This includes a license for a notebook solution as well as a scanner pistol that can be hooked up to the notebook. All visitors accessing your stand can be logged. The list of the most recent 25 visitors is displayed on an ongoing basis. Areas of interest and information about the visitors can easily be added by mouse click.	299.00
	3b	Same as 3a, but also includes a preconfigured notebook on loan for the duration of the fair.	399.00

\*Internet access is required. Messe München GmbH provides free WiFi access. Please be sure to take note of our WiFi terms of use.

Place / date

Company stamp and legally binding signature of exhibitor

## Return to:

Messe München GmbH  
Press Office INHORGENTA MUNICH 2016  
Messegelände | 81823 München | Germany  
Tel. +49 89 949-21481 | Fax +49 89 949-20688

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

## ■ Press compartments at the Press Center West

We understand and accept the conditions of participation and information regarding press services and hereby order press compartment(s) at the Press Center West during INHORGENTA MUNICH 2016 at the price of EUR 35.00 plus VAT per press compartment.

Quantity

The compartment should be labelled with the following name

Language

During INHORGENTA MUNICH 2016, the Press Center West is the first place that journalists go to search for relevant information for their coverage of the fair. It has press compartments where you can post your press kits so that media representatives can conveniently gather comprehensive, clearly organized information about your company. If you plan on posting information in multiple languages, we recommend using a separate compartment for each language.

Compartments will be tended to by a hostess during the entire exhibition and refilled when necessary. This ensures that your press materials are displayed neatly and in sufficient quantities at all times.

## ■ Delivery

Please send your press materials to SCHENKER DEUTSCHLAND AG – delivered duty paid – no later than Friday, February 5, 2016. Be sure to label them "Aussteller Pressematerial INHORGENTA MUNICH 2016".

You may also deliver your materials to the Press Center West personally on Thursday, February 11, 2016 (14:00 to 16:00). Naturally, you may also drop your materials off at the Press Center West at any time during the fair.

### Delivery address:

Messe München GmbH  
Abdul Mansouri / Markus Strauss  
Abteilung Expedition  
Messegelände / Einfahrt Tor 1  
81823 München  
Germany

Place / date

Company stamp and legally binding signature of exhibitor

## Return to:

Messe München GmbH  
Press Office INHORGENTA MUNICH 2016  
Messegelände | 81823 München | Germany  
Tel. +49 89 949-21481 | Fax +49 89 949-20688

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

## ■ Press conference reservation request

We understand and accept the conditions of participation and information regarding press services and would like to hold an exhibitor press conference during INHORGENTA MUNICH 2016.

Desired date

Time from–to (incl. 1/2 hr each set-up/disassembly time, min. 2 hrs)

Number of participants (estimate)

Beginning of press conference

## ■ Rooms for press conferences

Holding a press conference is an effective way to showcase your exhibit during INHORGENTA MUNICH 2016. Take advantage of this opportunity to inform trade journalists and correspondents from daily newspapers and business magazines about your company and your latest projects.

A suitable room for exhibitor press conferences is available in the Press Center West (other rooms available on request). As standard equipment, the conference rooms feature classroom seating and a PA system with two microphones on the conference table and a screen. Other equipment (e.g. beamers) may be ordered separately from the Conference Room Services Department.

Catering can be ordered from Messe München GmbH catering services. To ensure that everything meets your needs, organizing and actually implementing your press conference remain your responsibility. Conference rooms may be viewed in advance upon arrangement.

Reserving a room early helps us in our efforts to avoid overlapping appointments. As soon as we receive your reservation request, we will send you detailed information about our service partners.

## ■ Deadline

Reservations may be made up to the beginning of the fair, provided rooms are still available.

## ■ Room rental fee

EUR 300 plus VAT for 2 hours.

### Supplementary information

2 hours = 30 minutes each preparations/post-processing, clean-up,  
1 hour conference time

Room size: Row seating 140 seats, with tables 70 seats

Place / date

Company stamp and legally binding signature of exhibitor

## Return to:

MEPLAN GmbH  
CONSULT Division  
Willy-Brandt-Allee 1 | 81829 München | Germany  
Tel. +49 89 949-28311 | Fax +49 89 949-28159  
consult@meplan.de

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

## Lead management service

MEPLAN's Lead Management Service is a full-service solution to capture your visitor data and meeting notes at the fair. This service is ideal for exhibitors who use paper contact sheets and quickly need the information as an Excel list to respond to visitor inquiries. In consultation with you, MEPLAN creates the ideal lead form based on your exhibition objectives and the information you need from your visitors. The lead forms will be delivered to your exhibition stand as printouts and in the quantity required prior to the show.

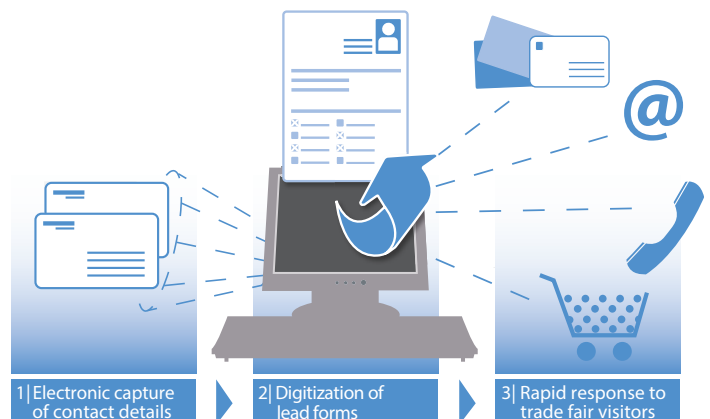
During the event, the MEPLAN team scans your lead sheets on site and digitizes the information contained therein. As a result, you will receive an up-to-date, quality-tested set of data with all contact and discussion information as well as an evaluation of visitor structure and interests as an Excel table on a daily basis.

### Your advantage:

- Professional creation and printing of lead forms
- No tying up of your resources during the exhibition
- Rapid digitization of trade fair contacts (contact data & meeting notes)
- Excel spreadsheet with all visitor data and meeting notes
- Follow-up work can start while the trade fair is still on-going

## Visitor count

Counting the number of visitors to your exhibition stand is a good idea if your stand is so large that you are unable to talk to all visitors. In this case, your exhibition presence impacts considerably more visitors than an evaluation of your leads would indicate. It will give you a sound basis of decision-making for the planning and resource allocation of the exhibition stand team.



Please send me a free, non-binding quote for the following services:

- ☐ Lead management  
☐ Visitor count

Deadline: two weeks prior to the start of event

Place / date

Company stamp and legally binding signature of exhibitor

# Contractor Authorization

## Stand Construction Registration

1.1  
Page 1 / 1

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

### We hereby authorize

Company

Contact

Address

Tel./mobile

#### to order the following services on our behalf and chargeable to our account:

- ☐ Electrical connections/installations
- ☐ Water/sanitary connections/installations
- ☐ Compressed air connections/installations
- ☐ Suspension units
- ☐ Telecommunications services
- ☐ Approval for special stand constructions
- ☐ Stand systems/Partitions
- ☐ Waste disposal
- ☐ Early move-in
- ☐ Rental spaces in loading yard

The official contracting partner of Messe München GmbH and invoicee for all authorized services shall remain the authorizing party.

## ■ Stand design/construction information

### a) Stand design

No plan approval from Messe München GmbH is necessary given compliance with the following requirements:

- stand and/or advertising structures no higher than 3 m
- stand area no larger than 100 m<sup>2</sup>
- stand is without covering

Any stand concepts in non-compliance with the aforementioned requirements are to be submitted for approval to Messe München GmbH's Technical Exhibition Services Division together with to-scale stand design plans (ground plan, elevations and sectional drawings) by email, as pdf-file or per mail, six weeks prior to the commencement of the official stand assembly period at the latest.

Please ensure you comply with the provisions set out in form 1.2 "Application for Preventive Fire Protection Measures" and form 1.3 "Application for Special Stand Designs" as well as with the Technical Guidelines of Messe München GmbH.

### b) Stand assembly

- ☐ We have hired the following trade fair construction contractor (please be sure to complete this section):

Company

Contact

Address

Tel./mobile

Fax

E-mail

Please note that irrespective of plan approval by the Technical Exhibition Services Division, the installer and/or operator of an exhibition stand is responsible for compliance with public statutory regulations, such as the Bavarian Building Code (Bay-BO), insofar as applicable to exhibition stands, as well as with the Messe München GmbH Terms of Participation.

Place / date

Company stamp and legally binding signature of exhibitor

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

This service form should only be submitted to the extent that one or more of the stand structures, installations/facilities or activities requiring notification, inspection and/or approval mentioned below apply/ies to the above-mentioned stand space.

In such cases, the notices on "Fire Protection Measures at Trade Fairs and Exhibitions" and "Fire Safety Regulations in the Outdoor Exhibition Area" as well as the conditions detailed overleaf should be given due consideration in addition to those set out in the Technical Guidelines of Messe München GmbH. We would like to draw your particular attention to the Places of Assembly Directive (VStättV) in its current version (notably the operating requirements in part 4, sections 31 and 43) which can be downloaded free of charge at <http://www.stmi.bayern.de/bauen/baurecht/vorschriften/>.

The Munich Municipal Fire Department reserves the right to impose additional requirements to the extent that the necessity to do so arises from the fire protection inspection or during operation.

#### Please note:

- To-scale escape and emergency route plans as well as any verification required of the building class of the materials used and/or their sprinkler compatibility and/or technical descriptions/planning documents including all size and quantity details as well as all the necessary inspection certificates should be submitted together with this application.
- For two-storey stands in the halls and/or multi-storey stands in the outdoor exhibition area, this service form and all documents listed in Form 1.3 should be submitted to the Technical Exhibition Services Division (TAS).

**This form will be passed on by Messe München GmbH to the Munich Municipal Fire Department together with all relevant documents you submit.**

**Please give due attention to the detailed provisions on pages 2 and 3.**

#### Subject to approval in the halls

- ☐ Exhibition stands with a floor area of more than 100 m<sup>2</sup>
- ☐ Two-storey stand structures
- ☐ Stand structures with horizontal stand covers/canopies
- ☐ Vehicles and containers

#### Subject to approval in the outdoor exhibition area

- ☐ Stands with a floor area of more than 50 m<sup>2</sup>
- ☐ Multi-storey stands

#### Subject to approval in the halls and outdoor exhibition area

- ☐ Stands with chairs arranged in rows and/or around tables for more than 200 persons
- ☐ Slide projection and/or film shows in darkened rooms
- ☐ Use of compressed gases, liquid gases and flammable liquids
- ☐ Use of welding equipment and activities involving naked flames
- ☐ Open fires and activities involving risk of fire
- ☐ Pyrotechnics
- ☐ Acids and lyes
- ☐ Use of radioactive materials and bio-hazardous substances

Place / date

Company stamp and legally binding signature of exhibitor

## ■ Provisions for the declaration of installations and facilities requiring notification, inspection and/or approval to the Munich Municipal Fire Department

### ■ Please note

- This service form will be passed by the Technical Exhibition Services Division (TAS) of Messe München GmbH to the Munich Municipal Fire Department should this be considered necessary.
- The references quoted in the following text apply to details set out in the Technical Guidelines of Messe München GmbH, which are attached to the Order Forms for Exhibitor Services.

### ■ Halls

#### For exhibition stands with a floor area of more than 100 m<sup>2</sup>

approval must be obtained from TAS (cf. item 4.2 "Stand Construction Approval"). As far as the design of such stands is concerned, Section 4 "Regulations Governing Stand Construction" and particularly items 4.4.4. "Staff Rooms" and 4.5 "Exits, Escape Routes, Doors" should be given special attention.

#### For two-storey stand structures

approval must be obtained from TAS (cf. item 4.2 "Stand Construction Approval"). As far as the design of such stands is concerned, Section 4 "Regulations Governing Stand Construction" and particularly item 4.9 "Two-storey stand construction" should be given special attention.

#### Stand structures with horizontal ceilings/canopies

Irrespective of their size, horizontal ceilings and canopies above stands are subject to approval, for which a written application must be submitted to the TAS of Messe München GmbH (see "Application for Preventive Fire Protection" form in the Technical Order Forms).

All stand ceilings/canopies require the prior written approval of Messe München GmbH's TAS. With respect to the design of such stands, item 4.4.2 "Stand Coverings" should be given special attention.

Please refer to the Notice on "Sprinkler-compatible Materials" in the Order Forms for Exhibitor Services for information on the materials approved for stand ceilings/canopies and supply sources.

#### Vehicles and/or containers

are subject to approval if used as exhibits in the halls (cf. item 4.2.2. "Vehicles and Containers" as well as items 4.4.1.2. "Motor Vehicles as Exhibits" and 4.4.2. "Stand Coverings").

Mobile exhibition stands (show trucks, buses, trailers, etc.) with a single covered area of in excess of 30 m<sup>2</sup>, must be equipped with a sprinkler system.

### ■ Outdoor exhibition area

#### For stand structures with a floor area of more than 50 m<sup>2</sup>

approval must be obtained from Technical Exhibition Services Division (cf. item 4.2 "Stand Construction Approval").

Please note the regulations and guidelines governing the construction and operation of temporary structures (FIBauR) and DIN 4112 (Temporary Structures: Guidelines for Dimensioning and Execution) in the versions valid at the given time. With respect to the design of such stands, item 4.8 "Outdoor Exhibition Area" and the notice "Stand Structures and Exhibits in the Outdoor Exhibition Area" in the Order Forms for Exhibitor Services should be given special attention.

Exhibition stands with a total floor area of more than 500 m<sup>2</sup> require a **declaration of agreement** from the Munich Municipal Fire Department. Plans in quadruplicate should be submitted to the TAS division of Messe München GmbH for onward transmission to the Munich Municipal Fire Department by the closing date indicated in the "Important Notes" section of the Order Forms for Exhibitor Services at the latest.

All exhibition stands (tents, containers) and other facilities must be equipped with a fire extinguisher (min. capacity of 9 l) at each exit, a carbon dioxide extinguisher (min. capacity 5 kg) in kitchen areas and, should deep-fryers be used, an extinguisher for fat fires (min. capacity 6 l) to EN 3 or DIN 14406. The Munich Municipal Fire Department reserves the right to impose additional requirements to the extent that the necessity to do so arises from the fire protection inspection or during operation.

#### For multi-storey stand structures

approval must be obtained from TAS (cf. item 4.2 "Stand Construction"). With respect to the design of such stands, items 4.8. "Outdoor Exhibition Area" and, if applicable to the outdoor exhibition area, 4.9 "Two-storey Stand Construction" in the regulations governing stand building should be given special attention.

### ■ Loading yards

#### During stand set-up and dismantling periods

only such parking bays as are available and marked as such are to be used for loading and unloading. Fire service access routes should be kept clear at all times.

#### During the trade fair itself

the loading yards serve, as a general rule, in full as escape and emergency routes (fire service safety zone).

### ■ Halls and outdoor exhibition area

#### For areas with chairs in rows or at tables for more than 200 persons

approval must be obtained from TAS (cf. item 4.2 "Stand Construction Approval"). To the extent that 200 seats or more need to be arranged, the total number of seats and the escape/rescue routes must be shown in a separate plan (seating plan scale 1:200) to be submitted to Messe München GmbH in triplicate, whereby the width of the escape/rescue routes is to be based on and sized according to the maximum number of persons the room can accommodate. A copy of the plan approved for the given usage should be displayed in a clearly visible location near the main entrance to the assembly room concerned.

#### For slide and/or film shows

in darkened rooms, approval must be obtained from TAS (cf. item 4.2 "Stand Construction Approval"). With respect to the planning of such stands, item 5.9 Assembly Rooms/Show Areas ("Film, Slide, Television Shows and other Presentations") should be given special attention.

#### Compressed gas cylinders, flammable liquids, liquid gas installations

Approval must be obtained from the Munich Municipal Fire Department for the use of compressed gas cylinders and flammable liquids in conjunction with the presentation of exhibits (cf. item 5.7 "Use of Compressed Gases, Liquid Gases and Flammable Liquids").

Only such quantities of industrial gases as are needed for the day's operations may be kept on the exhibition stand. This must be reported to TAS two weeks prior to the event commencing at the latest. The use of liquid gas is generally prohibited and requires the approval of the Munich Municipal Fire Department for exceptions to this ruling. The use of liquid gas for heating purposes is forbidden.

Technical descriptions and any necessary planning documents including details of size and quantity should be attached to given service form.

#### For the use of welding equipment and activities involving naked flames

during the stand set-up and dismantling periods, notification must be submitted to and approval obtained from TAS prior to commencement of the work concerned. A permit is available from the Hall Inspectorate and should be completed on site. Highly inflammable materials such as loose paper, packaging and the like must be removed from the stand area. The work bench must be made of non-flammable material. At least one carbon dioxide fire extinguisher suitable for and approved to fire class C to DIN 14406 or EN 3 should be available on the stand. In particular, item 4.4.1.10. of the Technical Guidelines "Abrasive Cutting and Working with Naked Flames" should be given special attention.



#### Open fires and activities involving a risk of fire

are prohibited. Approval must be obtained from the Munich Municipal Fire Department in the event of an exception being made to this ruling (cf. item 4.4.1. "Fire Prevention and Safety Regulations" and item 5.7. "Use of Compressed Gases, Liquid Gases and Flammable Liquids"). The use of individual or multiple candles for table lighting and other purposes is only permitted with candlesticks, holders or candelabras that stand securely and are inflammable. They should be located at a sufficiently safe distance away from flammable materials (decorations, curtains, flammable lampshades, etc.) to ensure that the latter cannot catch fire. Candles must be kept under constant supervision. Munich Municipal Fire Department and Messe München GmbH reserve the right to prohibit the use of lit candles at short notice.

#### Pyrotechnics

The use of pyrotechnics is subject to approval and should be co-ordinated with Messe München GmbH. Further information on preventive fire and risk protection (in German) is available for downloading at [www.feuerwehr.muenchen.de](http://www.feuerwehr.muenchen.de) – Vorbeugender Brand- und Gefahrenschutz - "Info- und Brandschutzmerkblätter"

#### Acids and lyes

Acids and lyes are generally prohibited. Exceptional approval for the use of such substances, to be applied for via this form, can be granted by the safety authorities responsible. No right to the granting of such exceptional approval can be asserted.

#### Use of radioactive materials and bio-hazardous substances

The use of radioactive materials must be reported to the Munich Municipal Fire Department subject to the approval of

Bayerisches Landesamt für Umweltschutz  
Bürgermeister-Ulrich-Str. 160  
86179 Augsburg, Germany  
Tel. +49 821 9071-0  
Fax +49 821 9071-5556  
[poststelle@lfu.bayern.de](mailto:poststelle@lfu.bayern.de)  
[www.bayern.de/lfu/](http://www.bayern.de/lfu/)

(cf. item 5.10.1. "Radioactive Materials")

Any source of radiation installed in equipment, machines, devices or other apparatus must be removed daily when the trade fair closes and stored in a safe approved by Messe München GmbH. Bio-hazardous substances may only be stored and used with the permission of the Munich Municipal Fire Department.

Please also take special note of item 5.8 of the Technical Guidelines "Hazardous substances".

Submit in duplicate!

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

**To be filled in only if the Building Regulations on page 2 of this form are applicable to the given construction. The application for approval is to be submitted at least six weeks prior to the commencement of the stand set-up period. Approval cannot be guaranteed unless this deadline is respected. All the documents required are to be submitted in German by mail.**

We herewith apply – in the name and on behalf of above-named exhibitor – for approval limited to the duration of the trade fair for the following exhibition structure in accordance with the conditions set out on page 2 of this form.

**Acceptance testing of the uncovered load-bearing structure/glass structure can be performed on:**

Date

Short description of the exhibition structure

**Stand construction company carrying out structural work:**

Company, address

Telephone, fax

E-mail

**Author of draft:**

Name

Address

**Author of the static calculation:**

Name, address

Telephone

E-mail

Place, date

Legally binding signature of applicant

Legally binding signature of site manager

Legally binding signature of exhibitor

Size of stand area rented

m<sup>2</sup>

Size of ground floor area

m<sup>2</sup>

Size of upper level area

m<sup>2</sup>

**Glass** is a feature of the design/structure of the stand

☐ Yes ☐ No

**The following documents are required in order to process your application:**

- Dimensioned plan of the ground floor, in quadruplicate
- Dimensioned plan of the upper floor, in quadruplicate (for two-storey structures)
- Dimensioned elevations, in quadruplicate
- Dimensioned cross-sections, in quadruplicate
- Verified (by a qualified structural engineer) static load plan with test report or static load calculation, in duplicate
- Description of structure, in duplicate
- Documentation relevant to the given glass structure (installation site of glazing, glass type, glass thickness, type of mounting, pane size)

**Please note: all documentation must be in German, the drawings must be to scale and dimensioned in meters, to be submitted by mail.**

All plans and analyses shall be signed on the original and dated by the author. This form shall also be signed by the exhibitor unless power of attorney has been granted.

## ■ Declaration by the Project Manager, Foreman or Site Manager responsible for implementation of the special stand design

I, the responsible

☐ Project Manager☐ Foreman☐ Site Manager

Name

Mobile phone number during stand-set-up period

Address

E-mail

Telephone/Fax

hereby declare that the above exhibition stand complies with the statutory regulations as well as with the Technical Guidelines and the Terms of Participation of Messe München GmbH.

## ■ Building Regulations

Every **organizer** of an event, **exhibitor**, or **person who rents** stand space is obliged to **check** whether each temporary construction designed or built by himself or by a third party appointed by him, in the halls or in the outdoor exhibition area, requires **building permission**.

If you are in doubt, please ask Messe München GmbH's Technical Exhibition Services Division (TAS).

**Building permission is required without fail in the case of:**

- multi-storeyed stands and constructions (see also the Order Forms for Exhibitor Services and the "Two-Storey Stand Design" notice)**
- glass structures such as parapets, wall elements and floors made of glass (see also "Use of Glass and Acrylic Glass for Stands inside the Exhibition Halls" notice. This notice is available on request from the TAS)**
- constructions and exhibits which may have to withstand exceptional loads (e.g. staircases, platforms, bridges, cantilever roofs, towers, balconies, scaffolding, etc.)**
- constructions in the outdoor exhibition area which exceed an area of 50 m<sup>2</sup> in plan or a height of 5 m at any point (e.g. marquees and pavilions, podiums, tiered seating, advertising boardings, towers, scaffolding structures, etc.)**

Exhibitors envisioning to erect constructions of this type at the Munich Exhibition Center are required to submit an application for building permission to Messe München GmbH's TAS using the form printed on page 1.

**Please note that in exhibition hall B0 ICM – Internationales Congress Center München, two-storey stand construction is not possible.**

Exhibitors bear the responsibility for ensuring compliance with all building regulations and other legal requirements. Please note that this applies even when no plan approval is required. Special attention should be given to occupational safety regulations.

Proof of stand safety and static load compliance must be produced for scaffolding that is not to be anchored to existing structures, as set out in the planning guidelines, or is to be utilized in a manner inconsistent with the regulations.

For tents as of 75 m<sup>2</sup>, test logbooks must be made available for inspection. In addition to approval required from Messe München GmbH, these tent structures also undergo acceptance testing by Munich city council's local building regulation department (address below) subject to payment of a fee.

Landeshauptstadt München  
Referat für Stadtplanung und Bauordnung  
Hauptabteilung IV/12  
Blumenstr. 28b  
D-80331 München  
Tel. +49 89 233-26441  
Fax +49 89 233-24234  
E-mail: plan.ha4-lbk-statik@muenchen.de

**The General Terms of Contract for Exhibitor Services of Messe München GmbH apply additionally.**

### Fees:

#### **Release of building approval for special stand designs (item no. 30321)**

The building permission procedure conducted by the test engineer appointed by Messe München GmbH is subject to a charge of EUR **117.00** per hour for the time and work involved.

The services rendered by the test engineer include:

- processing the documents already checked by an accredited structural engineer (plan drawings, static load calculation and test report)
- preparing a test report for unchecked documents
- processing special designs and glass structures

**Acceptance test of special stand design on site (item no. 30325), hourly rate EUR 117.00.**

#### **Release of building approval for special stand designs at enhanced hourly rate due to late submission of papers (item no. 30324)**

Should the documents for granting building permission (application forms, static calculation, stand construction plans and design drawings) be received in full later than 15 calendar days prior to the commencement of the stand set-up period (for bauma exhibits in the outdoor exhibition area six weeks prior to commencement of stand set-up), an enhanced hourly rate applies. The surcharge is 50 % on the standard hourly rate, i.e. EUR **175.50**, for checking and processing the documents.

For "bauma" the documents must be received by the general closing date as set out in the "Important Information" form.

Place / date

Company stamp and legally binding signature of exhibitor

Submit in duplicate!

**Return to:**

Messe München GmbH  
Hauptabteilung Technischer Ausstellerservice  
Messegelände | 81823 München | Germany

**Contact and invoicing:**

Kreisverwaltungsreferat – HA II/25 (VVB)  
Ruppertstraße 19 | 80466 München | Germany

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

For purposes of compliance with hygiene and safety regulations, the exhibitor is required to notify his intention to serve food and beverages and/or operate beverage dispensing equipment. The registration and/or notification can only be submitted for the stand space rented. Non-compliance with this obligation to register may be penalized and a fine imposed.

We hereby declare our intention to serve food/beverages on our stand:

- ☐ free of charge ☐ for sale\*  
☐ as (non-gratuitous) samples

(price must be significantly below standard local charge)

\*For requirements see registration documents (provision governing the sale of goods)

We are appointing a catering company:

- ☐ Yes ☐ No

The catering company is a Messe München GmbH service partner

- ☐ Yes ☐ No

Insofar as the exhibitor / renter does not prepare / produce the meals / food himself, the caterer responsible for compliance with the applicable regulations and directives, notably in respect of food hygiene, is to be named:

Name of catering company and contact

**Foods offered****Beverages offered****Beverages will be served on the stand**

- ☐ in bottles / cans ☐ from beverage dispensing equipment

Size of catering area or number of seats

Period during which actual dispensing of beverages is to occur

**If beverage dispensing (bar) equipment is to be used:**

The beverage dispensing equipment must comply with the hygiene requirements as set out in DIN 6650-4 prior to the event commencing. The exhibitor undertakes to clean the beverage dispensing equipment appropriately prior to the event commencing.

- ☐ Yes

- ☐ No, we wish to obtain a quote from Messe München GmbH's accredited service contractor.

The inspection and/or cleaning work should be carried out on

Official certification or logbook incl. records of regular inspection of beverage dispensing equipment is available:

- ☐ Yes ☐ No

The equipment is being rented from:

Company / Rental agent

Phone

In this context, we would like to draw your attention to the fact that the dispensing of alcoholic beverages for consumption on site with the intent to realize a profit is subject to permission according to Section 12 of the German Catering Act, the application for which is to be submitted via this form.

**Food to be served on the stand is**

- ☐ prepared on site ☐ delivered ready to serve

Place / date

Company stamp and legally binding signature of exhibitor

**Please note** that surfaces which may come into contact with food items must be maintained in exemplary condition and be easy to clean and disinfect. Smooth, washable materials should be utilized (this also applies to floor coverings and walls in such areas.) If food is to be served on the stand, the requirements set out in Section 4 Item 2 in conjunction with Annexe II Section 1 et seq. of Directive (EG) 852/2004 relevant to commercial operations must be observed. These include the following measures:

- adequate water and wastewater hook-ups
- temperature conditions suitable for the hygienic preparation, handling and distribution of food
- appropriate equipment for cleaning food
- appropriate tools for cleaning/disinfecting food service/kitchen equipment

## ■ Important

Any distribution of food and/or beverages is subject to official hygiene regulations, and to review by food and beverage officials of the local inspection authority (Bezirksinspektion Ost).

## ■ Legal regulations

According to Sections 64 and 69 of the German Trade Regulation Act, the distribution of samples (promotional items, food and beverages) at a scheduled trade fair is not subject to official approval, but must be declared.

Should beverages not intended as samples be sold for consumption on site, the requirement to apply for permission as set out in Section 1, Paragraph 1 of the German Catering Act applies. Approval is required in any such case in accordance with Section 12 of the German Catering Act.

### **Exhibition stand hospitality for guests, customers and visitors:**

With regard to the assessment of the exhibitor's customer hospitality activities, such as do not incur a fee, the special character of the function is to be given particular consideration. As the overall event is primarily of a promotional nature, the distribution of food and beverages is regarded as an extension of the true, broader objective of the event, namely promotional activities aimed at attracting customers.

**Therefore, taking logistical and economic factors additionally into account, the relevant local authority (Kreisverwaltungsreferat der Landeshauptstadt München), in keeping with current statutory requirements, herewith exempts the complimentary distribution of food and beverages, whether or not served as samples, from the requirement to obtain a permit against payment of a charge in accordance with the German Catering Act.**

### **Information on the German Infection Prevention Act (Infektionsschutzgesetz - IfSG)**

Any persons preparing, handling or distributing certain foodstuffs, which activity involves coming into contact therewith, or newly hired staff or persons involved for the first time in group food service activities in kitchens within restaurants and other similar establishments, may only carry out this work after demonstrating through the appropriate certification by the German Public Health Department or from a physician contracted by the Public Health Department, that they have been notified verbally and in writing

1. of activities prohibited under Section 42, Paragraph 1 of the IfSG,
2. of their obligations as specified under Section 43, Paragraphs 2, 4, and 5 of the IfSG and
3. have declared in writing, after having been advised as above, that they have no knowledge of any reason why they should be prohibited from participating in food service activities.

**Persons already in possession of a valid health certificate as set forth in Sections 17 and 18 of the former German Epidemic Prevention Act (BSeuchG) are exempt from this compulsory initial instruction.**

German-language certificates issued in accordance with the new German Infection Prevention Act (IfSG) and the old German Epidemic Prevention Act (BSG) are to be submitted and/or presented on demand.

Persons preparing, handling or distributing the following foodstuffs are subject to the aforementioned compulsory instruction as provided under the German Infection Prevention Act:

- Meat, poultry and any products produced therefrom
- Milk and dairy products
- Fish, crustaceans or molluscs and products produced therefrom
- Egg products
- Infant and children's nutrition
- Ice cream and semi-finished ice cream products
- Baked goods with non- or partially-cooked or –heated fillings or toppings
- Gourmet salads, raw salads and potato salads, marinades, mayonnaise and other emulsified dressings, baker's yeast.

Dishwashing staff, whether employed in food service operations in establishments or for group service events, must also possess the appropriate instructional certificate.

The provisions set out in the European Food Information Directive have been in force since December 13, 2014. As a result, the identification of allergens is required also for loose goods. In this connection you are kindly requested to refer to the information on our homepage: [www.muenchen.de/rathaus/Stadtverwaltung/Kreisverwaltungsreferat/Verbraucherschutz-und-Veterinaerwesen/Lebensmittelueberwachung/Kenntlichmachung-in-Speise-und-Getr-nkearten.html](http://www.muenchen.de/rathaus/Stadtverwaltung/Kreisverwaltungsreferat/Verbraucherschutz-und-Veterinaerwesen/Lebensmittelueberwachung/Kenntlichmachung-in-Speise-und-Getr-nkearten.html)

Further information concerning statutory food and food hygiene regulations is available from the coordinating officer of the local inspection authority (Landeshauptstadt München, Kreisverwaltungsreferat HA I/35, Bezirksinspektion Ost, Trausnitzstr. 33, 81671 München, Germany), Mr Martin Grossmann.  
Tel. +49 89 23363538, Fax +49 89 23363531

In the event of any regulations governing food hygiene not receiving compliance, Munich city council's food inspection authority reserves the right to take the appropriate steps up to and including prohibiting the preparation of food.

## ■ Information on operating beverage dispensing installations on the exhibition grounds

1. Beverage dispensing installations that are not fixed local systems as defined by the Technical Rules Governing Dispensing Installations (TRSK) 400 No. 3.3.2, and are therefore of the type designed to be set up on site at a given event, are required to be registered with the relevant authorities by the operator (see Item 4). No supporting documentation need be submitted. In accordance with § 10 Section 1 of the Operating Safety Directive (BetrSichV), the beverage dispensing installation must undergo inspection by a qualified person as defined by the Technical Rules Governing Operating Safety (TRBS 1203) prior to its initial operation. This is the responsibility of the given entrepreneur (renter or operator). A copy of the result of the inspection is required to be kept on site, available for presenting to the relevant authorities at their request. This still applies even if the installation is rented. In accordance with the Food Hygiene Directive (LMHV), the beverage dispensing installation is required to be cleaned prior to the commencement of the event. Written verification of the cleaning and the original inspection certificate are to be kept close to the installation. Operating instructions must also be affixed to the installation as stipulated by TRSK 500.
2. Ready-to-use installations as defined by TRSK 400 No. 3.3.1 are required to be registered with the relevant authorities (see Item 4). No supporting documentation need be submitted. In accordance with § 10 Section 2 of the Operating Safety Directive (BetrSichV) and based on hazard evaluation procedures as defined by § 3 of the Operating Safety Directive (BetrSichV), the installation inspection must be renewed every two years by a person qualified to do so. In accordance with BGV A1, this is generally the responsibility of the given entrepreneur (renter or operator) of the installation.
3. The pressurized gas containers used must be stored upright and secured against tipping over.
4. Further information is available from the head of the municipal beverage dispensing installation inspection office (Mr Günter Unterreithmaier, Landeshauptstadt München, Kreisverwaltungsreferat HA I / 313 AG 1, München Ruppertstr. 19, 80466 München, Germany).  
Tel. +49 89 23321299, Fax +49 89 23325882, g.unterreithmaier@muenchen.de

In the event of non-compliance with regulations governing beverage dispensing installations, the relevant municipal authorities reserve the right to take the appropriate steps up to and including shutting down the given beverage dispensing installation.

**Service companies approved by Messe München GmbH for the cleaning and inspection of beverage dispensing installations:**

**For Halls B0 to B6 and Blocks 5 to 8 in the outdoor exhibition area**  
Getränke Widmann GmbH Schankanlagentechnik  
Melchior-Huber-Str. 36, 85652 Ottersberg, Germany  
Tel. +49 8121 8453, Fax +49 8121 78422, Mobile +49 177 2228453  
info@schanktec.de, www.schanktec.de

**For Halls A1 to A6 and C1 to C4**  
Porta & Cortes GmbH & Co. KG  
Ulmenstr. 9, 82131 Gauting, Germany  
Tel. +49 89 14959596, Fax +49 89 14959597, porta-cortes-schanktechnik@arcor.de

### Price list

Cleaning, inspection and issuance of inspection certificate	EUR
for a 1-valve beverage dispensing installation	75.00
for each additional valve	37.50
for a 5-valve pre-mix installation	87.00
Inspection in accordance with Equipment Safety Directive of a ready-to-use or installed beverage dispensing system	EUR
incl. hygiene test for a 1-valve beverage dispensing system	on request
for each additional valve	on request
per working hour	49.20

**Contact and invoicing:**

Regierung von Oberbayern  
Gewerbeaufsichtsamt | 80534 München | Germany

TÜV Süd Industrie Service GmbH  
Abt.: IS-EG 3 | Westendstraße 199 | 80686 München | Germany

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

**Registration for the operation of laser devices, classes 3R, 3B and 4**

We hereby register the following laser devices for operation:

1. Use to be made of laser equipment:

- ☐ Laser product demonstration  
☐ Laser show

2. Technical details:

Manufacturer of laser device

Laser class

Class of laser equipment not encompassed by any existing protection facilities

Radiant power/energy

Wavelength

Pulse duration/pulse frequency

3.

Person responsible as laser safety officer

**Registration for the operation of X-ray equipment and spurious radiation equipment in accordance with the X-ray Ordinance (RöV)**

We hereby register the following X-ray and spurious radiation equipment for operation:

1. Technical information, equipment data:

Designation

Manufacturer

Type

Year built

Purpose

Radiation unit no.

Type approval no.

Permission to demonstrate equipment

CE designation under the Medical Products Act (MPG)

Location

2.

Persons responsible for radiation protection  
(legal representative, in the case of legal entities)

3.

Radiation protection officers

4.

Other persons involved in the operation of the X-ray equipment  
(spurious radiation equipment)

**We have noted the regulations and information given on page 2.**

Place / date

Company stamp and legally binding signature of exhibitor



## Please note for laser devices

- In accordance with section 5 para. 1 of the BG regulation BGV B2 "Laser Radiation", class 3R, 3B and 4 lasers that are demonstrated in operation as part of a product presentation or for publicity purposes (laser show) are subject to mandatory registration (see also usage instructions relevant to BGV B2 in the updated version published in April 2007 and Occupational Safety Directive on Artificial Optical Radiation – OStrV).

Requirements	Laser class	3R	3B	4
Notification (section 5 BGV B2) – no notification to trade supervisory department pursuant to OStrV required.		X	X	X
Laser safety officer (section 6 BGV B2) and section 5 OStrV		X	X	X
Laser zone demarcation and signage (section 7 BGV B2) and section 5 OStrV		X	X	X
Safety measures (section 8 BGV B2) and section 5 OStrV		X	X	X
Support of employer in execution of safety measures in accordance with section 3 OStrV and monitoring of safe operation of lasers by qualified laser safety officer		X	X	X
Execution of risk assessment (listing of potential risks and stipulation of safety measures required) with regular monitoring and updating		X	X	X

**X = required**  
**– = not required**

- The operator must nominate in writing qualified personnel as laser safety officers for the operation of laser devices of classes 3B or 4.
  - The operator must charge the laser safety officers with the following duties:
    - Supervising the operation of the laser devices
    - Assisting the operator with the safe operation and the necessary safety measures
    - Cooperating with the industrial safety officials in fulfilling their duties, including instructing them in the important aspects of laser radiation protection.
  - Para. 1 does not apply if operators can prove to the Employers' liability insurance association (Worker's compensation) responsible that they possess the necessary expertise and will personally supervise the operation of the laser devices.
- New standards  
The European standard DIN EN 60825-1 on laser equipment safety underwent thorough revision with a new version being published in May 2008. Changes include the introduction of new laser classes. The necessary amendment or rewriting of the corresponding German regulation BGV B2 is expected soon. Those safety measures applicable to the old laser class 3B now apply to the laser class 3R (already included in the above table) that was introduced in conjunction with the new standard DIN EN 60825-1.
- The exhibitor is liable to Messe München GmbH for any injury to persons or damage to property arising from the operation of the laser equipment, even if the exhibitor commissions a third party to erect or operate the equipment. Please also inform your insurance company providing third-party liability insurance since a general liability insurance may not cover damage arising in connection with laser or maser radiation.

## Please note for X-ray and spurious radiation equipment

- Under the X-ray Ordinance of January 8, 1987 (Fed. Gazette I, p. 114) in the version as notified dated April 30, 2003 (Fed. Gazette I p. 604), amended via sect. 2 of the ordinance of October 4, 2011 (Fed. Gazette I p. 2000), the operation of X-ray equipment requires approval or notification (sections 3 and 4, X-ray Ord.). Even for type-approved basic-, high- or full-protection devices, notification must be sent to the competent authorities at least two weeks before the start of operation. The necessary documents for the notification and operation of the equipment are shown in the following table:

Eqpmt.	Medical X-ray device		Tech. X-ray device with type approval					Spurious rad. eqpmt U > 30 kV w/out type approval
	w/out type approval	w/out typ approval or CE/MPG	w/out type approval	general	basic/high protection	full protection	school X-ray eqpmt	
Documents required								
Approval	X	–	X	–	–	–	–	X
Notice 2 weeks before start of use	–	X	–	X	X	X	X	–
Expert certificate	X	X	X	X	X	–	X	X
Certificate with expert's test report	X	X	X	X	–	–	–	X
Proof of competence of authorized persons	X	X	X*	X*	X*	–	X*	X*

**x = required**  
**– = not required**

**\* = confirmation of radiation protection coordinator or officer concerning instruction provided and level of experience available in the given area of application**

- Under section 3 para. 2 no. 4, X-ray Ordinance, the exhibition stand must be staffed with personnel who have the necessary knowledge of possible dangers of radiation and the protective measures to be taken. A Radiation Protection Officer as required under the X-ray Ordinance must be reachable during operation of the X-ray device or spurious radiation equipment requiring permission.
- If the preconditions for operation of the X-ray device/spurious radiation equipment do not exist on site without an expert's inspection, the equipment must be inspected by an expert after proper registration on the part of the exhibitor and before the equipment is put into operation. The competent authority, the Trade Supervisory Department of the Government of Upper Bavaria, will check at the beginning of the trade fair whether the approval conditions have been met, and whether any defects found have been rectified and will issue any approvals necessary for operating the equipment on site. The operator must pay for this approval. Also for operations not requiring approval with compulsory on-site radiation inspection by an expert, the operator must keep the necessary documents on the exhibition stand.
- The exhibitor is liable to Messe München GmbH for any injury to persons or damage to property arising from the operation of the X-ray equipment, even if the exhibitor commissions a third party to erect or operate the equipment. Please also inform your insurance company providing third-party liability insurance, since a general liability insurance may not cover damage arising in connection with X-rays.



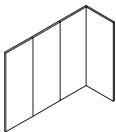
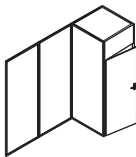
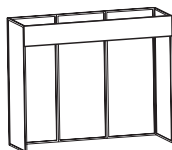
**Return to:**

Meplan GmbH  
Willy-Brandt-Allee 1 | 81829 München | Germany  
Tel. +49 89 949-24980 | Fax +49 89 949-24989  
www.meplan.com

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

☐ We hereby order – in the name and on behalf of the above-mentioned exhibitor – stand perimeter walls incl. support walls.

## ■ Partition walls/Doors/Fascia panels

Description	Partition wall (Cabin walls and support walls)	Door	Fascia panel
			
<b>Step 1: Component selection</b> (please indicate number of parts required)	<input type="checkbox"/> _____ linear meter(s) wood partition paneling	<input type="checkbox"/> _____ door(s) paneling	<input type="checkbox"/> _____ linear meter(s) fascia panel)
<b>Step 2: Select height</b>	<input type="checkbox"/> h = 250 cm at EUR 67.00 <input type="checkbox"/> h = 280 cm at EUR 72.00 <input type="checkbox"/> h = 400 cm at EUR 107.00	<input type="checkbox"/> h = 250 cm at EUR 95.00 <input type="checkbox"/> h = 280 cm at EUR 98.00 <input type="checkbox"/> h = 400 cm at EUR 128.00	papered on both sides at EUR 28.00 per r.m.
<b>Step 3: Surface/painting</b> (here you can indicate your choice of paint)	<input type="checkbox"/> white painted h = 250 cm at EUR 12.00 plm <input type="checkbox"/> color painted* h = 250 cm at EUR 20.00 plm <input type="checkbox"/> white painted h = 280 cm at EUR 13.00 plm <input type="checkbox"/> color painted* h = 280 cm at EUR 22.00 plm <input type="checkbox"/> white painted h = 400 cm at EUR 18.00 plm <input type="checkbox"/> color painted* h = 400 cm at EUR 33.00 plm		<input type="checkbox"/> white painted on both sides at EUR 4.00 plm <input type="checkbox"/> color painted on both sides at EUR 8.00 plm

\* **Color designation:** \_\_\_\_\_ Please let us know the designation and number of the required paint color as well as the name of the relevant color system (HKS, RAL, NCS, Brillux, etc.). Please be advised that the color designations may only be regarded as a point of reference. There may be a difference in hue from the color ordered.

☐ The cabin is not to be wallpapered on the inside (wallpapering of cabin interior is otherwise executed as standard procedure at an additional EUR 19.00 per linear meter incl. door, plus statutory VAT).

Place / date

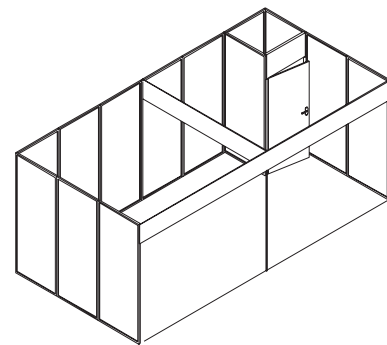
Company stamp and legally binding signature of exhibitor

## ■ Sample cost calculation

	Description	EUR
<b>Step 1</b>	Chosen amount of walls/doors/fascial panels	
<b>Step 2</b>	13 r.m. wood wall elements paneling h= 250 cm x EUR 67,00 1 door paneling h= 250 cm x EUR 95,00 9 r.m. fascial panel papered on both sides x EUR 28,00	1,218.00
<b>Step 3</b>	12 lm white paint coating (incl. door) h = 250 cm at EUR 12.00 4 lm wallpapering of cabin interior (walls and door) at EUR 19.00/lm	144.00 76.00
	<b>Total</b>	<b>1,438.00</b>



Wood partition wall, as new



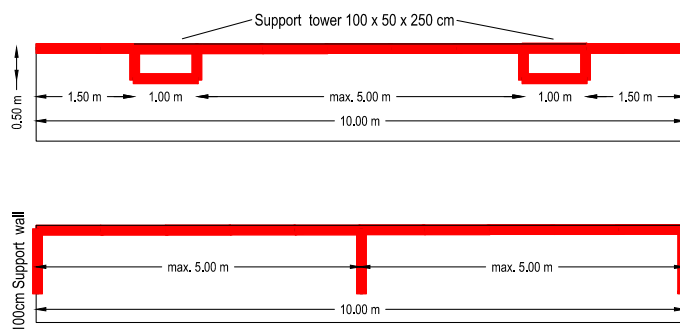
18 sqm row stand with cabin

## ■ Support walls / stability

In accordance with Messe München GmbH's Technical Guidelines (item 4.1), the following support walls for partitions up to a height of 2.8 m are required:

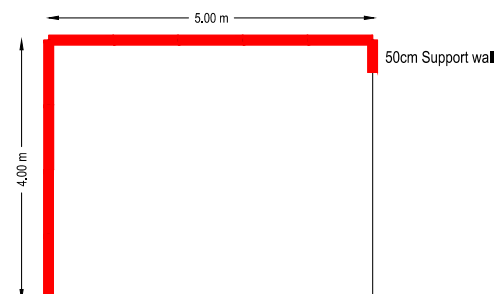
### End stands:

- Partition support is possible via individual wall elements each measuring 100 cm or via towers.
- Support merely via wall elements measuring 50 cm is not sufficient.



### Corner stands / row stands:

- A support wall for each 5 linear meter partition is a mandatory requirement.
- The partition structure already becomes unstable from a length of 4 linear meters.
- As an alternative, partitions can be stabilized via surrounding fascia panels.



The number of support walls for partitions higher than 2.8 m or for partitions bearing an additional load such as spotlights or exhibits is to be coordinated individually with Meplan.

## ■ Explanatory notes on wood partitions

### ■ Partition walls 2.50 m high

Partitions are available in the following sizes: 0.25 m, 0.50 m, 0.75 m and 1.00 m. Support walls are recommended for partitions of 4.00 linear meters (lm) and above. For partitions of 5.00 lm and more support walls are a mandatory requirement. The prices for wallpapering and painting are quoted per linear meter and therefore only apply for one side of the given wall. For walls papered or painted on both sides (e.g. cabin walls or partition walls), the total number of linear meters actually wallpapered or painted is used as the basis for the price charged.

### ■ Fascia panel 0.40 m high

Fascia panels are available in the following sizes: 1.00 m, 1.50 m, 2.00 m, 3.00 m and 4.00 m. Fascia panels are fixed to the stand walls at a height of 2.50 m (top edge) and are 40 cm in height. Door clearance is 2.10 m. A support wall and a support panel running to the rear wall are required for fascia panels above 4.00 m in length.

### ■ Door 1.00 m wide, 2.50 m high

Door elements are fitted with keyed-alike locks.

## ■ Terms and Conditions of Business for system partition installation and painting/ decorating work

**Our Terms and Conditions of Business (see form 2.17) shall apply.**

Insofar as Meplan GmbH is mentioned in the following, Meplan GmbH acts as the representative of Messe München GmbH.

This form can be used to order partition walls, doors and fascia panels against payment on a rental basis. The partitions consist of an aluminum frame set in with white plastic paneling.

MEPLAN GmbH is entitled to appoint a MEPLAN GmbH subcontractor to carry out the installation work.

Please order partitions in good time before the official set-up. Thus you will make sure that they are erected on time. Please note that orders reaching us after the beginning of the official set-up are subject to the following surcharges:

<sup>1)</sup> Orders received within 24 hours prior to start of set-up period: plus EUR 30.00 per order

<sup>2)</sup> Orders received 4 hours prior to start of set-up period: plus EUR 75.00 per order  
On the last day of the set-up period, all late orders are subject to a surcharge of EUR 75.00.

Partition walls will be installed in an unpainted state and, in the absence of instructions to the contrary set out in the order, ready for processing. Any pasting, wallpapering and painting work required may, however, only be carried out by Meplan GmbH's accredited subcontractors or following selection of a surface finish option (page 1, step 2).

Heavy objects may not be affixed to the system partition walls; they are not suitable for this purpose; light objects may be attached by using the nailing battens at the top of the walls (see design and detail drawings). The use of staple guns is strictly forbidden for safety reasons.

## ■ Order information

**Please note: this order can only be processed along with a plan/sketch (see form 2.14).**

Any contract concluded exists between the customer and Messe München GmbH, Messegelände, 81823 Munich. Meplan GmbH, acting as representative of Messe München GmbH, is the contact for the customer in all matters relevant to the contractual relationship concerned. **Your order is only valid if you have received a confirmation of order or an invoice from Meplan.**

The partition walls and fascia panels provided to the exhibitor by MEPLAN GmbH may not be painted or decorated unless they have been wallpapered or paneled beforehand (page 1, step 2). Should exhibitors order such painting and decorating work for partition walls provided by MEPLAN GmbH, this order is considered to include the wallpapering of the walls and/or fascia panels on the terms and conditions set out overleaf, even if the order issued by the exhibitor does not explicitly include such work. Any work required to restore partition walls to their original state due to unauthorized wallpapering carried out by exhibitors themselves or by third parties will be charged at EUR 13.30 per sqm.

Complaints relating to any defects or damage attributable to the installation or decoration of the system walls must be notified in writing to MEPLAN GmbH immediately after the exhibitor occupies the stand, but on the last day of set-up at the latest, so that the defect can be rectified. Complaints made any later will not be considered and cannot result in claims against MEPLAN GmbH.

MEPLAN GmbH may be held liable for any wilful or grossly negligent conduct. In cases of minor negligence, MEPLAN GmbH may only be held liable for the breach of essential contractual duties, notably for the breach of contractual duties in respect of the provision of main services. In cases of minor negligence, MEPLAN GmbH may not be held liable for consequential damage. Where compensation is due, payment is limited to three times the remuneration payable by the exhibitor to MEPLAN GmbH for wallpapering and painting work. The above-mentioned limitations of liability do not apply in favor of MEPLAN GmbH's business liability insurance.

To prevent accidents, the partitions ordered from MEPLAN GmbH may not be altered or removed by the exhibitor or his agents without the express written permission of MEPLAN GmbH.

In addition, the General Terms of Contract for Exhibitor Services of Messe München GmbH shall apply.

**Return to:**

MEPLAN GmbH

Willy-Brandt-Allee 1 | 81829 München | Germany

Tel. +49 89 949-24980 | Fax +49 89 949-24989

www.meplan.com

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

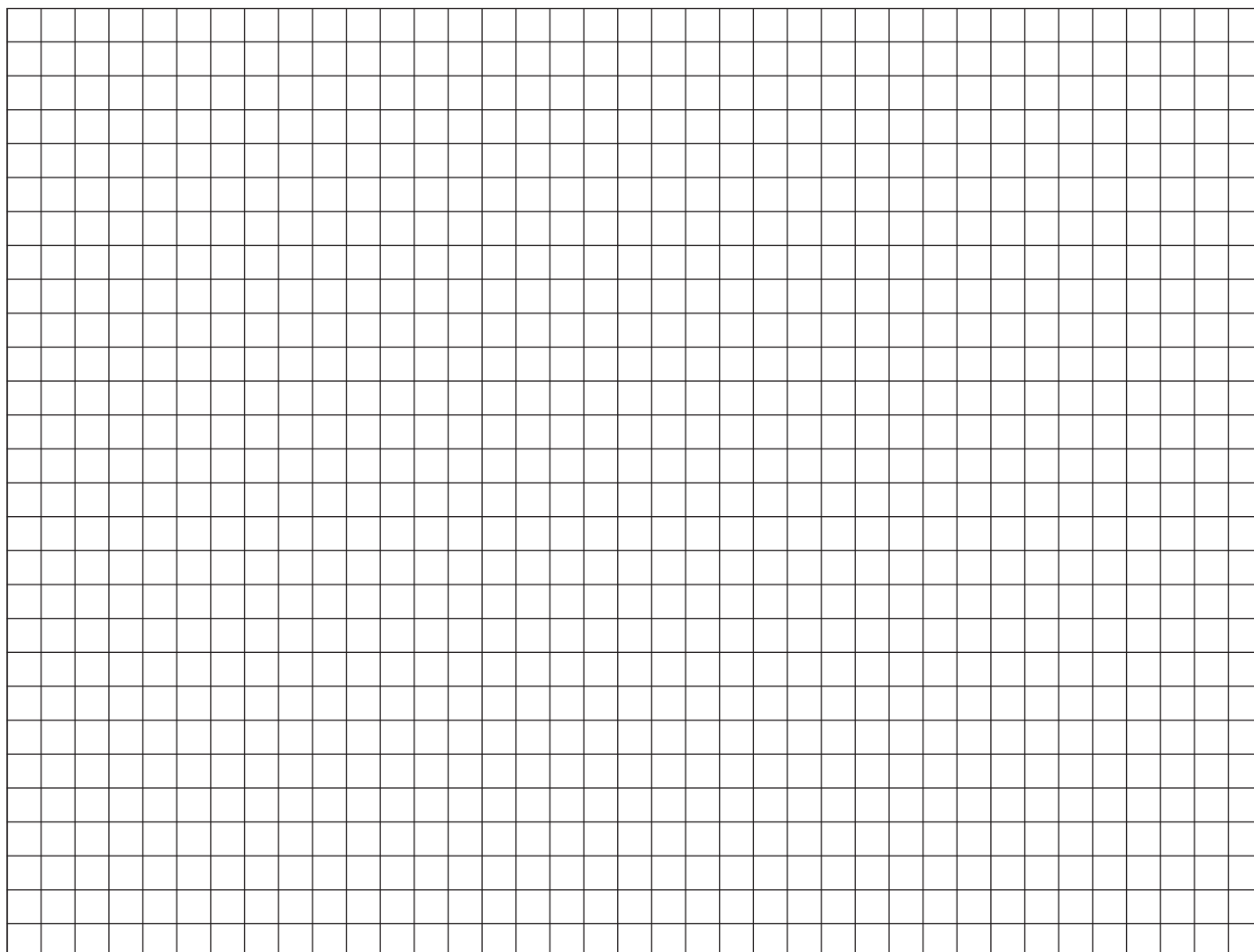
E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

Sketch of stand.

**Please mark the position of your stand by showing adjacent stands, aisles or hall entrances!**

Scale 1 : 100 (1 m = 1 cm)  
1 : 50 (1 m = 2 cm)

## Return to:

MEPLAN GmbH  
Willy-Brandt-Allee 1 | 81829 München | Germany  
Tel. +49 89 949-24980 | Fax +49 89 949-24989  
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Exhibitor

Hall / Stand no.

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VAT no.

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Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

## ■ MEPLAN DESIGN / conventional trade fair stand design

A clear trade fair concept is the basis on which your success is built. With a passion for each new challenge, our architects, designers, communication experts and project managers develop the perfect trade fair presence for you.

16 creative minds in the MEPLAN Design team work on your trade fair success. Our curiosity for your company turns your trade fair concept into an impressive presentation of your company's identity. We create three-dimensional communication platforms on which your brand can unfold and your objectives be realized.

Your personal project manager is at your side to provide support from the very outset: from the definition of your trade fair objectives through to the realization of the stand design and, of course, on site too.

## ■ Fax queries to +49 89 949-24989

## ■ E-mail queries to design@meplan.de

MEPLAN Design stands are conceived on the basis of your specific requirements. It is therefore extremely helpful for us to know your trade-fair budget.

Your budget approx.



Place / date

Company stamp and legally binding signature of exhibitor





transport logistic, 160 m², two-storey, 40 m², joint pavilion



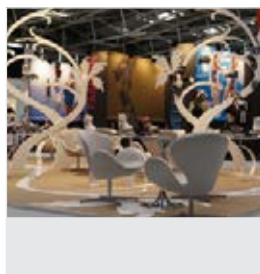
ISPO, 320 m², rotunda display elements create theme worlds



Drinktec, 390 m², illuminated graphic panels



CeBIT, 400 m², dynamic linking of product areas



## ■ General Terms and Conditions of Business and Rental of MEPLAN GmbH

Insofar as MEPLAN GmbH is mentioned in the following, MEPLAN GmbH acts as the representative of Messe München GmbH.

### 1. General remarks

- 1.1 All legal transactions notably in respect of the planning and/or erecting and/or rental provision of exhibition stands (rental item) and/or other services, for example in the form of workshops, training, coaching and IT services, are subject only to our terms of business as set out below. This also applies to all future legal transactions. Any provisions of the customer deviating from our terms of rental are not valid; this also applies even if the provisions concerned are not repudiated explicitly. Our terms of rental apply for both prefabricated stands (stand systems) as well as for stands commissioned on an individual basis (customized stands).
- 1.2 The exhibition stands supplied and/or constructed (system stands or customized stands) are as a general rule provided only on a rental basis. All parts supplied are therefore rented explicitly unless the elements concerned are explicitly declared to be parts for sale as set out in the offer and/or confirmation of order.
- 1.3 Quotations we submit to the customer merely serve as a basis of agreement for a contractual relationship, unless they are declared in writing to be binding. The contract is concluded by our sending the customer a confirmation of order or an invoice in reply to the latter's offer.
- 1.4 All agreements, orders, amendments and cancellations must be made in writing. In the event that the customer has not received a confirmation of order up to ten working days prior to the commencement of the event, we must be urgently notified in writing to this effect. A set-up plan and list of the items/services ordered are attached to the confirmation of order.
- 1.5 If assembly and installation services are to be rendered by us, the services concerned are additionally subject to separate agreements.

### 2. Prices

- 2.1 The prices for all legal transactions apply plus statutory VAT in the absence of any agreement to the contrary. All the prices concerned are for the rental provision of the relevant items for the duration of the trade fair/exhibition in the absence of any agreement to the contrary.
- 2.2 The prices do not include costs for connections provided on site, costs for approval procedures (e.g. structural calculations) or fees of any kind raised by exhibition companies, forwarding companies, customs authorities, etc.
- 2.3 All additional charges due for the rental item which might result from an increase in value-added tax, transportation tax, customs duties, export duties or overseas freight costs, or due to similar regulatory measures or orders imposed by the relevant authorities after contract conclusion, are payable by the customer.
- 2.4 We are entitled to additionally invoice the customer with such increases in our purchasing prices compared with those applying at the time of contract conclusion – to the same extent as they affect us – as are attributable to changes set out under Item 2.3 and as occur by way of such changes.
- 2.5 Each contracting party can demand price adjustments four months after the time of contract conclusion if the prices for the materials required or wage and/or ancillary wage costs based on statutory or collectively agreed adjustments have changed in total by more than five percent. The contracting party demanding the given adjustment is to provide evidence that the relevant requirements have been met.
- 2.6 In the case of system stands, each change of plan after the third such change will be charged extra at actual cost. Once the stand set-up period has commenced, any changes to the stand layout for both system and customized stands will only be carried out subject to feasibility of the changes and against payment of the additional costs incurred.
- 2.7 In the event that the customer requests changes and/or additions at short notice and/or defaults on other obligations, we reserve the right to raise a surcharge, in such cases, the amount of which is generally set by way of an individual agreement.

### 3. Delivery period and default on delivery

- 3.1 Compliance with delivery and service provision obligations on our part depends on the punctual, proper and orderly compliance with obligations on the part of the customer. These include the punctual receipt of documents to be

provided by the customer, the punctual clarification and approval of plans, no on-site hindrances, compliance with the agreed terms of payment and other obligations on the part of the customer. In the event that the given requirements are not met on time or incompletely, then the delivery period will be appropriately extended.

- 3.2 Should the supply of our products/services be delayed or rendered impossible by such circumstance as is not our responsibility, we are exempted from supplying the product/service for the duration of the given hindrance and the implications thereof. No compensation claims can be asserted against us. Each contracting party is entitled to cancel the contract concerned should service provision be delayed or rendered impossible in this way for a period exceeding four weeks.
- 3.3 We are not responsible for such delays in service provision as are attributable to statutory import restrictions such as those in respect of foreign exchange transactions, etc.

### 4. Terms of payment, retention of title

- 4.1 Payment is due without deduction immediately upon receipt of the invoice – at the latest before the the exhibition stand is handed over – unless agreed otherwise in writing.
- 4.2 The customer is only entitled to set off other claims against the claim concerned if the former's counterclaims are legally valid, undisputed or recognized by us. Moreover, he is only authorized to exercise the given withholding entitlement to the extent that the counterclaim concerned arises from the same contractual relationship. The assertion of any withholding entitlement above and beyond this – with particular regard to the commercial withholding entitlement as set out under § 369 of the German Commercial Code (HGB), is excluded.
- 4.3 We accept bills of exchange as payment only after our prior written approval and for the purpose of fulfilling obligations. All costs are payable by the customer. The claim to payment continues to exist until such time as the bill of exchange has been redeemed.
- 4.4 In the case of events occurring which impinge on the customer's creditworthiness, we are entitled to demand immediate payment of all such receivables as are still open and already due and, to the extent that such payment is not received despite the customer having been set a reasonable payment deadline, to cancel the contract and recover the items supplied by us.
- 4.5 In the absence of any agreement to the contrary, the customer acquires no ownership of the exhibition stand and/or parts thereof by way of the rental provision of same.  
In the event that more than a mere time-limited rental provision was agreed, we reserve the right to retain ownership of the items supplied through to the full payment of all receivables arising from the underlying contract (cf. Item 1.2).

### 5. Cancellation of contract

Any customers cancelling their orders up until five weeks prior to the start of the set-up period without having any right of cancellation are to pay flat-rate compensation in lieu of costs amounting to EUR 250 plus statutory VAT. Cancellations made two weeks prior to the start of the set-up period are subject to payment of 70 % of the value of the order and thereafter 100 %. Only cancellations made in writing are deemed to comply with the relevant deadline. We do however set off the value of the expense saved and of any benefit derived from the alternative usage of the services. The customer may demand a reduction in the flat-rate compensation amount due if the former can prove that we have incurred less expense.

Should the customer fail to make the payments due on the basis of this contract, we are entitled, having extended the deadline by a further 5 days and still without receipt of payment, to cancel the contract. We are moreover entitled to cancel the contract if the customer violates a duty deriving from this contract to give due consideration to our rights, legal assets and interests such that we cannot be reasonably expected to further adhere to the contract.

### 6. Security precautions/obligations on the part of the customer

- 6.1 Cabins and lockable items of furniture are not secured against breaking and entry. The locking mechanisms are only intended to provide privacy. We strongly recommend to order stand security services. Moreover, the customer is urgently advised to insure all rented items as well as exhibits and the like in an



appropriate manner (value of approx. EUR 500 per m<sup>2</sup> stand structure). We are not liable for any items left on the stand.

- 6.2 Should the customer supply materials or documents for the purpose of producing the object of contract, the customer is responsible for guaranteeing that the items produced and supplied in accordance with his or her documents do not violate any third-party property protection rights. We are not obliged to verify whether the data and documents provided by the customer for production and supply purposes violate third-party property protection rights. The customer undertakes to exempt us from all compensation claims or other claims asserted by third parties in this connection as soon as he is asked to do so and to pay all damages arising from the violation of property protection rights.
- 6.3 It is the customer's responsibility to order stand perimeter walls. The usage of the rear walls of neighboring stands as perimeter walls for the customer's own stand is not allowed.
7. **Storage**  
As a general rule, no items belonging to the customer are stored on his or her behalf. Should storage services be required and rendered exceptionally, this is only done if an appropriate storage note is issued. We are only liable for the items stored in cases of wilful and grossly negligent behavior on our part as well as in the event of our violation of key contractual obligations.
8. **Provisions specific to rental contracts**
  - 8.1 The rental items are supplied exclusively for the purpose and period agreed. The rental contract cannot be cancelled ordinarily. The items may only be sublet with our explicit approval.
  - 8.2 The state and completeness of the rental items are to be checked by the customer upon their receipt. The provisions set out under § 377 German Commercial Code (HGB) apply where appropriate. A report on the transfer of the items concerned (acceptance report) is to be drawn up. The transfer occurs at an agreed point in time, no later than 18:00 on the day prior to the opening of the trade fair/exhibition, however. The customer is obliged to accept the items to the extent that the necessary requirements have been met. Failure by the customer to accept the overall service even though he is obliged to do so equates to acceptance of the items. A right of the customer to exchange (additionally ordered) furnishings and/or (additionally ordered) equipment for other items lapses if the service concerned has already been provided to us and/or rendered by us as agreed; the customer's payment obligations remain in effect even if he is no longer interested in the service and returns the items concerned before or during the fair.
  - 8.3 As the rental items concerned have generally already been used, normal traces of usage as well as wear and tear do not justify claims in respect of rectification, replacement or return. This also applies to such deviations in colour and surface finish as are typical of the materials concerned.
  - 8.4 The risk of accidental loss or damage is transferred to the hirer when the rental items are handed over to him. Any loss of or damage to the rental items must be notified to us without delay so that joint measures in respect of damage limitation/rectification can be coordinated. The risk borne by the customer is transferred back to us once the items are returned.
  - 8.5 The customer is liable for any loss of or damage to the rental items caused culpably by himself, his employees or contractors or by his exhibits, furnishings or fittings. The customer undertakes to reimburse any costs incurred for the production/repair of the rental items up to a maximum amount equating to the value of the items concerned at the time they were handed over to the customer. We advise the customer to insure the rental items against loss, damage and vandalism at his or her own expense. The insurance value of the rental items can be provided by us upon request. Any damaged stand system walls will be charged to the customer at a price of EUR 50 plus value-added tax each.
  - 8.6 The rental relationship is automatically terminated at the end of the given event (trade fair), at which time dismantling work commences with immediate effect, in the absence of any agreement to the contrary. Any items left behind on the rental stand will be disposed of without any claim to reimbursement.
  - 8.7 The customer is responsible for the care and supervision of all rental items in his or her custody from the time of acceptance of same up until two hours after the trade fair has ended. In the event that the customer violates his care and supervision obligations, he must compensate us for the damage thus incurred.
  - 8.8 No pro-rata repayment of rental costs is made for such items supplied as basic, standard equipment as are not needed by the customer in specific cases. Nor

can the items concerned be swapped or set off against other services by way of payment.

## 9. Limitation of liability

We are liable in accordance with statutory regulations for damage in respect of injury to life, body or health. As far as other damage is concerned, we are liable only in cases of wilful or grossly negligent behaviour on our part subject to the provisions set out under Sentence 3. As far as other damage attributable to negligent behaviour constituting a violation of key contractual terms is concerned, we are also liable in such cases, limited however to foreseeable damage. The above provisions in respect of liability limitation apply to both statutory and contractual claims, with specific regard to compensation claims arising from warranty terms. Any liability in accordance with provisions set out in the Product Liability Act remain unaffected by the above terms.

## 10. Copyright and other property protection rights

- 10.1 Any draft documents, plans, drawings, production and assembly documents as well as the design and concept description all remain our intellectual property. The customer is not entitled without our consent to copy the documents generated as a result, use them for his or her own purposes or pass them on to third parties. Nor is he entitled to build replicas based thereon, unless agreed otherwise.
- 10.2 Should the customer violate the obligations set out under Item 10.1, he is to pay a contractual fine amounting to 50 % of the rental price agreed between the contracting parties for the rental items concerned, but at least EUR 5,000. The contractual fine can then be set off against any compensation claim that may be asserted. Further claims particularly in respect of the customer refraining from such actions remain unaffected by this.
- 10.3 Even after payment of the agreed charge, the copyright to the documents mentioned under Item 10.1 and the items we produce remains with us.
- 10.4 We are entitled to display our company name in an appropriate size on the items produced by us and/or on the basis of the customer's plans, particularly with regard to exhibition stands. We are moreover entitled to produce and publish photographic material of the services rendered and of the exhibition stands provided pursuant to Item 1.2 and/or use it for promotional purposes at no cost and without requiring the customer's specific consent to do so.
- 10.5 The customer grants MEPLAN GmbH the exclusive unlimited right of usage and processing without time, content and space restrictions for all known and unknown usage and media types in connection with the services rendered and the exhibition stands provided pursuant to Item 1.2, thus concerning the object of contract, as well as the right to use the images produced, irrespective of the number and form thereof, to be used for promotional and/or non-promotional purposes.

## 11. Data processing

We are entitled to process such data concerning the customer as we receive by way of the business relationship or in connection with same in accordance with the provisions set out in the Data Protection Act, irrespective of whether the data concerned was provided by the customer or by third parties.

## 12. Other provisions

- 12.1 The place of performance for payment by the customer is Munich.
- 12.2 Insofar as the customer is a trader, a legal entity under public law or a special fund under public law or has no general place of jurisdiction in the Federal Republic of Germany, Munich is the agreed place of jurisdiction for all disputes arising from this contract or in connection with this contract. We are also entitled at our discretion to assert our claims vis-à-vis the customer with such court as is competent for the place in which the customer has his registered office or branch office.
- 12.3 For all legal relations between ourselves and the customer, the law of the Federal Republic of Germany applies under the exclusion of the Vienna Convention on International Sale of Goods 1980 (CISG), even in cases where the customer's principal place of business or domicile is located abroad.
- 12.4 Should one provision of these terms be or become invalid, the validity of the contract as a whole and of other provisions of these terms shall remain in effect.
- 12.5 The General Terms of Contract of Messe München GmbH apply additionally.



# Main Electrical Connection Halls

# 3.1

Page 1 / 4

Submit in duplicate!

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

We hereby order – in the name and on behalf of the above-mentioned exhibitor – subject to the conditions of contract detailed on page 3:

Please mark	Item no.	Main electrical connection		EUR/unit
	32102	<b>3 kW</b> AC only, no three-phase current	Including distributor panel 1: 2 AC outlets (230 V, 50 Hz), 1 AC outlet (6A) for continuous power supply (see page 2 for description)	171.00

Please mark	Item no.	Main electrical connection	Includes dist. panel 4 or CEE adapter – please mark box with choice	EUR/unit
	32105	<b>5 kW</b> (230 V/400 V, 50 Hz)	<input type="checkbox"/> Dist. panel 4 (see page 2) or <input type="checkbox"/> CEE 32 A	328.00
	32110	<b>10 kW</b> (230 V/400 V, 50 Hz)	<input type="checkbox"/> Dist. panel 4 (see page 2) or <input type="checkbox"/> CEE 32 A	451.00
	32115	<b>15 kW</b> (230 V/400 V, 50 Hz)	<input type="checkbox"/> Dist. panel 4 (see page 2) or <input type="checkbox"/> CEE 32 A	587.00
	32120	<b>20 kW</b> (230 V/400 V, 50 Hz)	CEE 32 A adapter	664.00
	32130	<b>30 kW</b> (230 V/400 V, 50 Hz)	CEE 63 A adapter	875.00
	32140	<b>40 kW</b> (230 V/400 V, 50 Hz)	CEE 63 A adapter	1,108.00

Please mark	Item no.	Main electrical connection	EUR/unit
	32150	<b>50 kW</b> (230 V/400 V, 50 Hz) CEE 125A	1,294.00
	32165	<b>65 kW</b> (230 V/400 V, 50 Hz) CEE 125A	1,614.00
	32185	<b>85 kW</b> (230 V/400 V, 50 Hz) CEE 125A	2,056.00
	32210	<b>100 kW</b> (230 V/400 V, 50 Hz)	2,339.00
	32225	<b>125 kW</b> (230 V/400 V, 50 Hz)	2,850.00
	32250	<b>150 kW</b> (230 V/400 V, 50 Hz)	3,281.00

## We will supply our own primary distribution system

- ☐ Yes, our distributor is equipped with a master switch and a 30 mA RCD (residual current device).
- ☐ No, we will need a special distribution system for the following outlets:

Please call me at phone no.

## We plan to erect a platform on our stand

- ☐ Yes, the clearance between the hall floor and the platform is approx. \_\_\_\_\_ cm

☐ No

- ☐ Yes, we need equipotential bonding for a suspension unit (main hall floor electrical connection, only transfer point, item no. 32872 EUR 16.87).

The equipotential bonding lead between this transfer point and the cross-beam with lighting system may be carried out by the exhibitor's own electricians or be ordered for execution by the accredited electrical contractor.

- ☐ Yes, electrical equipment/exhibits will be operated with a frequency converter.

The power is supplied via a TN-S system (3 phases, one neutral conductor, one earthed conductor). In the event of distributor panels from Messe München GmbH being used, the earthing work may only be carried out by a service partner accredited by Messe München GmbH. Depending on model and type of stand construction, stand may require connection to the protective conductor (earthing/equipotential bonding) in accordance with DIN ENVD 0100 (see also Instruction Sheet "Notice on Electrical Installation Work on Exhibition Stands").

**Please note: The cost of power consumed by the various electrical connections are included in the price for the main electrical connection. A surcharge (item no. 32853) amounting to EUR 90.00 will be raised for any orders/plans submitted later than five calendar days before the official commencement of the set-up period. To facilitate installation of a main electrical connection, a ground plan (page 3) must be submitted.**

Place / date

Company stamp and legally binding signature of exhibitor

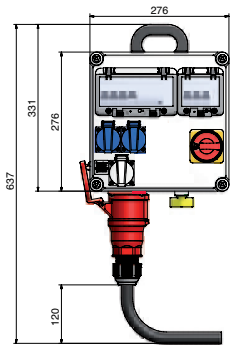
## ■ Explanation for panels for main electrical connection

Below you will see descriptions and schematic representations for distributor panel 1, included with a 3 kW main electrical connection, and for distributor panel 4, included with main electrical connections 5 kW up to 15 kW. If a CEE 32 A adapter is ordered

together with a main electrical connection up to 15 kW prior to the commencement of the event, the subsequent ordering of distribution panel 4 (during the stand set-up period) will result in costs of EUR 138.00 per unit.

### Up to 3 kW max.

#### Distributor panel 1



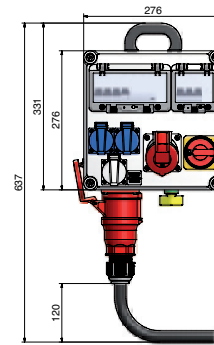
2 AC outlets (16 A) for AC appliances and devices (e.g. music and video systems) and  
1 AC outlet (6 A) for continuous power supply (e.g. refrigerator, fax machine)

#### Panel box dimensions:

W = 276 mm  
H = 637 mm  
D = 181 mm

### Up to 15 kW max.

#### Distributor panel 4



1 CEE outlet (16 A) for 230 V/400 V 50 Hz three-phase connections,  
2 AC outlets (16 A),  
1 AC outlet (6 A) for continuous power supply (e.g. refrigerator, fax machine)

#### Panel box dimensions:

W = 276 mm  
H = 637 mm  
D = 211 mm

## ■ Additional distributor panels for main electrical connection

If the power supply of distributor panel 4 is not sufficient for your needs, you may alternatively order either distributor panel 2 or 3. **In addition** to the connection price of item no. 32105–32115, you will be invoiced separately for the selected panel – regrettably, we are unable to offer a credit note for distributor panel 4. All distributor

panels/modules are equipped with a master switch, one or more 30 mA RCDs (residual current device) and type B mini circuit breakers. They are supplied with a bracket for wall-mounting.

### Up to 15 kW max.

Quantity	Item no.	Distributor panel 2	EUR
	32602	5 AC outlets (16 A) for AC appliances and devices (e.g. music and video systems) and 1 AC outlet (6 A) for continuous power supply (e.g. refrigerator, fax machine)	144.00
		<b>Panel box dimensions:</b> W = 276 mm H = 637 mm D = 181 mm	

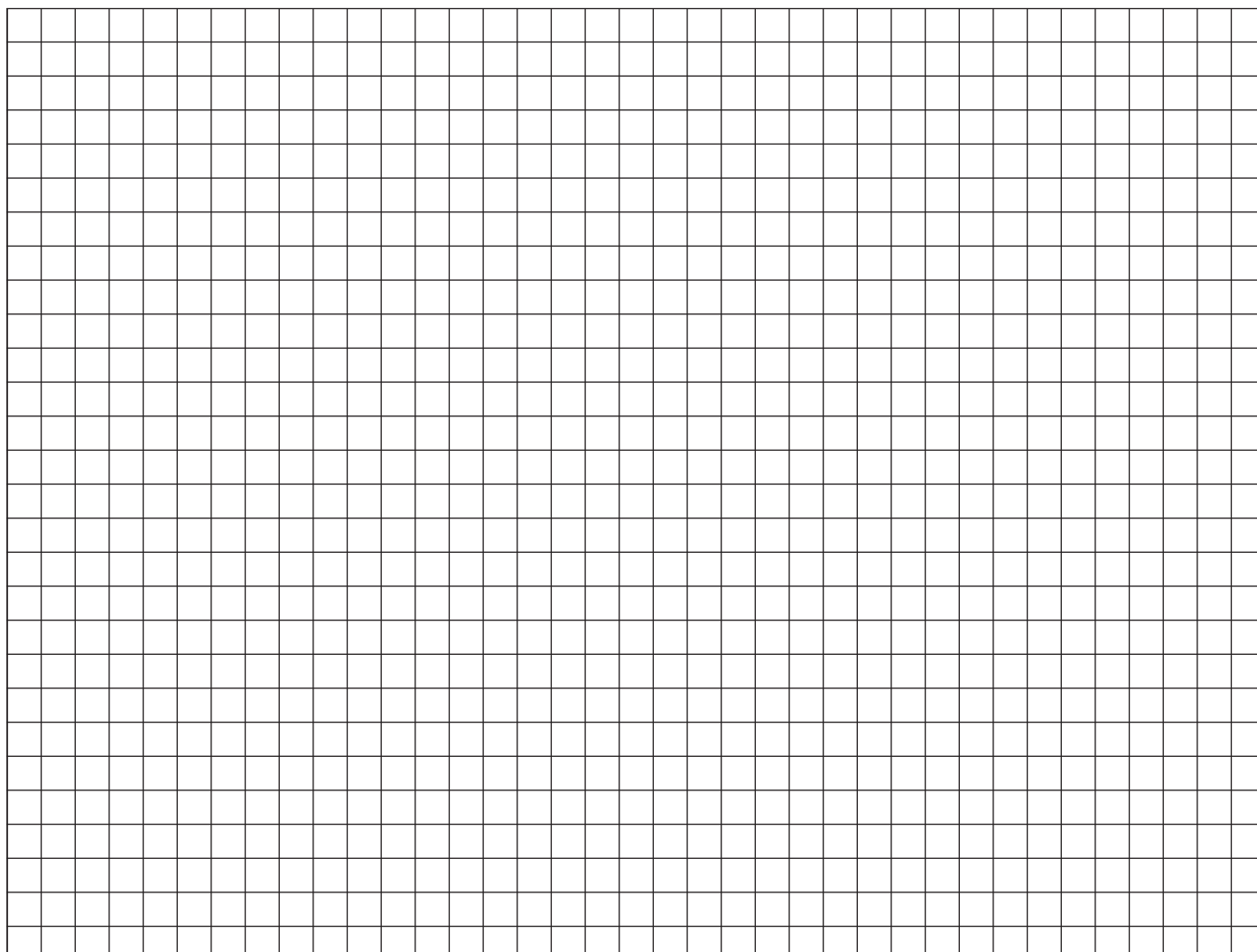
### Up to 20 kW max.

Quantity	Item no.	Distributor panel 3	EUR
	32603	9 AC outlets (16 A) for AC appliances and devices (e.g. music and video systems) and 1 AC outlet (6 A) for continuous power supply (e.g. refrigerator, fax machine)	365.00
		<b>Panel box dimensions:</b> W = 276 mm H = 827 mm D = 181 mm	

Customer-specific main distribution systems can also be arranged upon request.

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

Please mark the position of your stand by showing adjacent stands, aisles or hall entrances and by including a north-pointing arrow on the ground plan!



Scale 1 : 100 (1 m = 1 cm)  
1 : 50 (1 m = 2 cm)

## ■ Electricity connection and supply conditions

1. Please use form 3.1 to order main connection. Orders and stand diagrams must be submitted no later than six weeks prior to the beginning of stand assembly to Messe München GmbH, Technical Exhibition Services Division (TAS). No guarantee can be given for the timely completion of installations applied for after this deadline.
  2. **A surcharge (item no. 32853) amounting to EUR 90.00 will be raised for any orders/plans submitted later than five calendar days before the official commencement of the set-up period. Moreover, Messe München GmbH reserves the right to raise a surcharge for any orders received after the given closing date.** Electrical installations are provided on a rental basis only.
  3. Power supply lines will be installed in utility conduits wherever possible, from which they will be branched to the power supply transfer point—as ordered via form 3.1 page 3—at ground level. Electrical installations within the stand and downstream of the transfer point between Messe München GmbH and the exhibitor may be carried out by the exhibitor's own electricians or specialist electrical contractors (see also form 3.1, page 3). Only service partners officially accredited by Messe München GmbH the right to use the utility conduits.
  4. **The ordering party declares that he and the companies appointed by him will, during the stand set-up period, the duration of the fair and the stand dismantling period, comply with all statutory and insurance-related requirements. These include the provisions set out in the BayBO, TRBS 1201, VDE 0100, BGV A1, BGV A 3 and BGI 608 as well as the special terms laid down by Messe München GmbH. Work on electrical installations may only be carried out by qualified electricians in accordance with TRBS 1201. All distributors used must be protected via a master switch and a TYPE A  $\Delta n \leq 30$  mA RCD (residual current device). If frequency converters, alternators without transformers, EMC filters or other electronic components capable of generating stationary, variable or transient leakage current or DC residual current in excess of 6 mA are connected, TYPE B (SK) or B+ RCDs, or for 2-pin electrical appliances TYPE F RCDs are to be used. Serious violation of the regulations (including DIN VDE 0100) will result in the power supply being cut off. In such cases, no refund shall be due on the costs of installations already completed. Charges for the main connection will be invoiced in every case.**
  5. All exhibition stand electrical installations will be inspected and approved by an expert for compliance with the regulations currently effective in Munich. Any deficiencies found are to be immediately rectified. Costs for the inspection by specialists are included in the connection price.
- Trusses with lighting systems are to be equipped by the system installer with additional protective potential equalization (copper, min. 10 mm<sup>2</sup>) as per VDE 0100 part 711. The transfer point on the hall floor can be ordered via this form (3.1). The equipotential bonding lead between this transfer point and the truss with lighting system may be carried out by the exhibitor's own electricians or be ordered for execution by the accredited electrical contractor.
6. **The list of dimensions and tolerances supplied to the exhibitor or ordering party should be reviewed, countersigned and returned as soon as possible. This list will be subsequently used for invoicing purposes. Grievances pertaining to the scope of products and services provided must be addressed to Messe München GmbH's TAS division prior to stand disassembly in order to allow the opportunity for an appropriate assessment. Subsequent complaints regarding the scope of products or services will not be acknowledged.**
  7. Repair work conducted on equipment not installed by Messe München GmbH will be invoiced according to actual labor hours required.
  8. Cancellations are only possible up to 14 calendar days prior to the start of the general stand set-up period. The services provided up until this point in time are to be remunerated. After this time, Messe München GmbH is entitled but not obliged to provide the services ordered. The additionally provided services are to be remunerated. Any amendment thus constitutes a cancellation of the original order and placement of an additional order.
  9. The exhibitor is obliged to disconnect the power supply daily after the exhibition closes, using the master switch incorporated in the main connection. Circuits for devices needing a continuous current supply (separate outlets and circuits required) are exempt. The exhibitor shall be fully liable for the electrical installation and use thereof within his stand area.
  10. **For safety reasons, Messe München GmbH reserves the right to switch off the entire power supply to exhibitors once the event has ended.**
  11. The main electrical connection ordered is already available for use during the stand set-up period.
  12. Messe München GmbH's General Terms of Contract for Exhibitor Services are a constituent part of any contract concluded.

Submit in duplicate!

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

This form serves to order stand installations provided by Messe München GmbH based on your main electrical connection (to be ordered via forms 3.1 and 3.2). We will be happy to provide you with a separate quotation for stand installations on a larger scale.

**Important to note: See form 4.3 for details of suitable suspension units and lighting equipment.**

**We hereby order – in the name and on behalf of the above-named exhibitor – subject to the conditions of connection and supply detailed on page 2:**

Quantity	Item no.	Installation	EUR/item or m
	32802	Halogen beamlight 300 W with extending arm (see picture on page 2)	32.00
	32821	Clamp-on spotlight with extension arm HI-Spot 100 W (see picture on page 2)	26.00
	32706	Cable 3 x 1.5 mm <sup>2</sup> , laid fixed – price per meter (w/o connector / adapter)	5.67
	32707	Cable 5 x 1.5 mm <sup>2</sup> , laid fixed – price per meter (w/o connector / adapter)	6.11
	32708	Cable 3 x 2.5 mm <sup>2</sup> , laid fixed – price per meter (w/o connector / adapter)	6.32
	32709	Cable 5 x 2.5 mm <sup>2</sup> , laid fixed – price per meter (w/o connector / adapter)	7.32
	32785	Transformer 1 kVA / 110 V	223.00
	32786	Transformer 2 kVA / 110 V	310.00

**Please note: The above prices are for the rental of equipment and materials with delivery to the stand. Electrical installation is not included in the price.**

Item no.	Labor costs	EUR/hour
32850	Labor costs for other electrical installations	57.60

**Request for a quotation, special services, etc.**

☐ I require individual advice. Please contact me.

Phone no.

**Messe München GmbH reserves the right to charge an additional fee for late orders.**

Place / date

Company stamp and legally binding signature of exhibitor

## ■ Lighting equipment – Sample pictures



32802 Halogen beamlight 300 W with extending arm



32821 Clamp-on spotlight with extending (TAS) arm HI-Spot 100 W

Messe München GmbH's accredited service partners can offer you good value electrical installations incl. lighting for your exhibition stand, tailor-made to suit your specific requirements.

The range of products and services offered encompass:

- all electrical engineering needs from the main electrical connection through to end-users (lighting, power, machinery, etc.)
- individual lighting of stand and other specific items

Your benefits:

- competent consultancy services and planning support offered by specialists with longstanding exhibition experience
- no investment in materials; the materials needed are merely rented
- high availability of materials during entire stand assembly period (also on week-ends and public holidays)
- flexibly available specialist staff with exhibition experience, i.e. no stand-by, transit or overnight costs
- using only reliable, tested materials to avoid any subsequent cost- and time-intensive corrective work (uncomplicated approval by independent experts)
- absolute compliance with agreed deadlines

## ■ Conditions for the connection and supply of additional electrical installations

1. Please use this form to order additional electrical installations. Orders and stand diagrams must be submitted no later than six weeks prior to the beginning of stand installation to Messe München GmbH, Technical Exhibition Services Division (TAS). No guarantee can be given for the timely completion of installations applied for after this deadline.
2. **Electrical installations are provided on a rental basis only.**
3. Electrical installations within the stand and downstream of the transfer point between Messe München GmbH and the exhibitor may be carried out by the exhibitor's own electricians or certified electric service providers.
4. **Serious violation of the regulations (e.g., but not limited to DIN VDE 0100) will result in the power supply being cut off. In such cases, no refund shall be due on the costs of installations already completed. Charges for the main connection will be invoiced in every case.**
5. All exhibition stand electrical installations will be inspected by an expert for compliance with the regulations currently effective at the exhibition grounds in Munich. Any deficiencies found are to be immediately rectified. Costs for the inspection by specialists are included in the connection price.
6. **The list of dimensions and tolerances supplied to the exhibitor or ordering party should be reviewed, countersigned and returned as soon as possible. This list will be subsequently used for invoicing purposes. Complaints pertaining to the scope of products and services provided must be addressed to Messe München GmbH's TAS prior to stand dismantling in order to allow the opportunity for an appropriate assessment. Subsequent complaints regarding the scope of products or services will not be acknowledged.**
7. Repair work conducted on equipment not installed by Messe München GmbH will be invoiced according to actual labor hours required.
8. Orders may be withdrawn up to 14 calendar days before the general stand set-up period begins. The services provided up until this point in time are to be remunerated. After this time, Messe München GmbH is entitled but not obliged to provide the services ordered. The additionally provided services are to be remunerated. Any amendment thus constitutes a cancellation of the original order and placement of an additional order.
9. The exhibitor is obliged to disconnect the power supply daily after the exhibition closes, using the master switch incorporated in the main connection. Circuits for devices needing a continuous current supply (separate outlets and circuits required) are exempt. The exhibitor shall be fully liable for the electrical installation and use thereof within his stand area.
10. **For safety reasons, Messe München GmbH reserves the right to switch off the entire power supply to exhibitors once the event has ended.**
11. The General Terms of Contract for the Order Forms for Exhibitor Services shall be considered an integral part of this contract.

Submit in duplicate!

**Contact:**

One of the accredited contractors of  
Messe München GmbH listed below

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

We hereby order – in the name and on behalf of the above-named exhibitor – subject to the terms of business detailed on page 2:

Quantity	Item no.	Description	EUR/unit
	32900	<b>Fixing point</b> (max. permissible perpendicular load: 100 kg – not suitable for chain hoists)	157.00
	32908	<b>Fixing point for the usage of hoisting gear</b> (manual or power chain hoists, max. permissible perpendicular load: 100 kg). Hoisting gear is not included in the price.	178.00
	32979	<b>Drop</b> (extension of fixing point for simplified adjustment)	25.55

**Maximum permissible perpendicular load is 100 kg per fixing point.**  
**Maximum area load is 5 kg/m<sup>2</sup> of stand space.**



32900 Fixing point



32900 und 32979 Fixing point with drop

**Please note:** Precise details of the location and height of the required fixing points must be provided to enable your order to be processed. It is essential that a to-scale stand layout plan (scale 1:100 or 1:50) be enclosed.

The suspension of stand elements is **prohibited**, as is the securing of stand elements or exhibits via suspension units!

**Plan sketches must be submitted for fixing point installation.**

**A surcharge (item no. 32944, EUR 25.00) per fixing point will be raised for any orders received later than ten calendar days prior to the first day of set-up.**

Quantity	Item no.	Description	EUR/unit
	32980	<b>Installation and dismantling of an advertising medium (flag, banner, etc.)</b> plus the required fixing points (please ask for a quote if more than one advertising medium, a medium weight of > 50 kg and/or > 4 m <sup>2</sup> in size are needed).	230.00

## ■ Electrical Connection and Cabling for Lighting Systems

The power supply cable is generally run from the stand area directly to the given lighting system. The electrical connection required for this purpose must be ordered separately via Form 3.1. The power supply cable can also be run from the stand area to the given lighting system via the hall ceiling, on request. Please ask us for a quote. Trusses with lighting systems are to be equipped by the system installer with additional protective potential equalization (copper, min. 10 mm<sup>2</sup>) as per VDE 0100 part 711. See notes on page 3 (Safety, item 5).

**We are also able to supply you with any other event technology equipment you may require in addition to the above. We would be pleased to contact you by telephone for consultation.**

Contact

Phone number

## ■ Messe München GmbH contractors

For halls A1-A2, B0-B2, C1-C3:

**Neumann & Müller GmbH**

Tel. +49 89 5003615-10

Fax +49 89 5003615-99

messe.muenchen@NeumannMueller.com

For halls A3-A6, B3-B6, C4:

**True Logik GmbH**

Tel. +49 89 949-28967

Fax +49 89 949-28962

info@truelogik.com

Kindly indicate the phone number and address of your stand construction company:

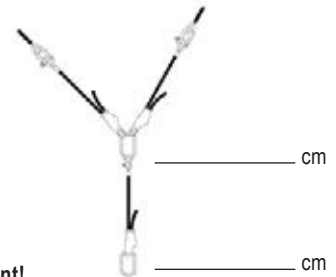
Place / date

Company stamp and legally binding signature of exhibitor

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

The following details are a mandatory requirement for the processing of your order:

- Precise locations of fixing points.
- Height of fixing points measured from hall floor (please observe maximum construction height): \_\_\_\_\_ cm  
Please take the length of the steel cable or other anchoring materials into account.
- Height of drops (if ordered) measured from hall floor: \_\_\_\_\_ cm
- Total weight of construction to be suspended: \_\_\_\_\_ kg (see also page 3)
- Please include an arrow pointing north in the drawing or indicate the location of the neighboring stands.
- Date by which fixing points should be ready: \_\_\_\_\_



**It is imperative that the responsible subcontractor be consulted with regard to the use of hoisting equipment!**

A full-page sheet of white graph paper with a light gray grid. The grid consists of small squares, approximately 10 units wide by 10 units high. There are no margins or additional markings on the page.

Scale 1 : 100 (1 m = 1 cm)  
1 : 50 (1 m = 2 cm)



## ■ Terms of business for installation of items suspended from hall ceilings

### ■ Safety

- For safety reasons, the following types of suspensions are not permitted:
  - Items suspended from stand elements
  - Suspensions intended to support stand elements or exhibits (stand elements and exhibits must be independently secured)
  - Items suspended from the ceiling with a rigid or frictional connection to the hall floor.
- The suspension units may only be altered (e.g. opening a bridle) by one of Messe München GmbH's accredited service partners.
- It is imperative that the responsible subcontractor of Messe München GmbH be consulted with regard to the use of hoisting equipment (e.g. chain hoist, motor hoist).

#### Please note:

Load-bearing end-to-end cable connections

- may not be implemented using cable clamps
- must conform with DIN 56 921-11

- With regard to the attachment and securing of objects to be suspended, pertinent safety regulations and in particular German safety ordinances BGV A1 (general regulations), BGV C1 (venues and production sites for stage performances), BGV D8 (hoisting, lifting and winching equipment), BGI 810-3, and, if applicable, VStättV (German safety code governing places of public assembly) must be observed (see also notice on "Suspension Units and Means of Attachment").
- Cross-beams with lighting systems are to be equipped by the system installer with additional equipotential bonding protection (copper, min. 10 mm<sup>2</sup>) as per VDE 0100 part 711. The connection point for the equipotential bonding on the hall floor is to be ordered via form 3.1. The equipotential bonding lead between this transfer point and the cross-beam with lighting system may be carried out by the exhibitor's own electricians or be ordered for execution by Messe München GmbH's accredited electrical contractor.

### ■ Technical details and important information

- To the extent structurally feasible, Messe München GmbH's will provide the exhibitor with a fixing point at the desired position above the stand floor area and within the stand perimeter.  
**Please note:** Constructions to be suspended may be placed only within the stand area. Messe München GmbH's will review documentation submitted for feasibility of the desired fixing points.
- Suspension of items from the hall ceilings will be carried out exclusively through contractor companies certified by Messe München GmbH.
- Each suspension point on the hall ceiling structures may carry a maximum 100 kg **perpendicular load**. The maximum area load is 5 kg/m<sup>2</sup> stand area. Suspension units for heavier loads only on request (any planning costs incurred will be charged to the exhibitor). If a fixing point in Halls A1–A6, B0–B6 or C1–C4 as ordered is not positioned directly beneath a suspension point, the fixing point will be installed using two or three suspension points.
  - Each fixing point (transfer point) ends in an O-ring.
  - Steel cable with a diameter of 6 mm (item no. 32900) and 8 mm (item no. 32908) is used for suspension purposes.

Any rented equipment and material must be returned to the contracted service company by the end of the dismantling period at the latest. Exhibitors will be invoiced for damage to equipment.
- Fixing objects to be suspended (light trusses, spotlights, banners, flags, etc.) at the fixing points is the responsibility of the exhibitor or the exhibitor's contractor. Materials required to attach elements to the fixing points are not included in the standard service, but are available for rental from Messe München GmbH upon request.
- The main electrical connection for lighting, etc. should be ordered separately using form 3.1.
- Additional equipment:** The power supply cable is generally run from the hall floor to the lighting system. A supply cable can also be run from the hall ceiling, on request (separate offer).

### ■ Required plan documentation, order deadline

- For the order to be processed, drafts of the side view elevation and stand area ground plan including projection of fixing points must be submitted (1:100 or 1:50 scale).  
 The plans must also include total weight of each construction to be hung, distance from fixing points to stand perimeter and their height above the hall floor surface. Please include an arrow pointing north in the drawing or indicate the location of the neighboring stands and let us know the date on which the fixing points are required. If no written details are provided with regard to the height of the required fixing points above the hall floor, they will be fitted at a height of 6 m.
- Order including complete plan documentation is to be submitted no later than six weeks before the official stand assembly period begins.  
 In cases of late submission of orders or plan documentation, no guarantee can be given concerning availability of suspension points. **Messe München GmbH reserves the right to invoice a surcharge for late orders amounting to EUR 25.00 per fixing point.**
- Cancellations can only be made up to 14 days prior to the commencement of the official stand assembly period. The services provided up until this point in time are to be remunerated. After this time, Messe München GmbH is entitled but not obliged to provide the services ordered. The additionally provided services are to be remunerated. Any amendment thus constitutes a cancellation of the original order and placement of an additional order.
- The list of dimensions and tolerances supplied to the exhibitor or ordering party should be reviewed, countersigned and returned as soon as possible. This list will be subsequently used for invoicing purposes. Grievances pertaining to the scope of products and services provided must be addressed to Messe München GmbH's TAS division prior to stand disassembly in order to allow the opportunity for an appropriate assessment. Subsequent complaints regarding the scope of products or services will not be acknowledged.**
- Messe München GmbH's General Terms of Contract for Exhibition Services apply additionally. Furthermore, the information and specifications set out in the Notice "Suspension Units and Means of Attachment" to hall ceilings should be observed.

#### Price information:

Item no.	Product/Service	Price
32943	Travelling and climbing scaffolding/h	55.75
32940	Cost-plus hourly rate	47.05
32924	Cable up to 6 kW/m	1.34
32925	Cable up to 12 kW/m	2.63
32921	Steel cable/Safety, each	6.08
32926	Aluminium clamps with O-rings, each	12.16
32914	Clevis, each	6.08
32915	Cross-beam adapter/Earthing clamp/each.	6.08
32966	Power supply – hall ceiling Schuko safety socket 230 V/m plus assembly charge	0.73
32967	Power supply – hall ceiling CEE 16 A/m plus assembly charge	1.34
32969	Earthing cable/m plus assembly charge	0.73
32912	Fixing point in Hall B0/each	82.00

Submit in duplicate!

**Contact and invoicing:**  
One of the accredited contractors of  
Messe München GmbH listed below

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

The prices for truss and lighting systems include the cost of rental, assembly/installation, dismantling and service, but are exclusive of the fixing points required (incl. materials) and spotlight alignment.

We hereby order – in the name and on behalf of the above-named exhibitor – subject to the Terms of Business detailed on page 2:

m	Item no.	Description	EUR/m
	32916	3-point truss	32.65
	32917	4-point truss	38.35

Quantity	Item no.	Description	EUR/unit
	32929	floodlight 500 W	38.45
	32958	floodlight 1000 W	39.90
	32922	fresnel lense spotlight 1000 W	59.85
	32927	fresnel lense spotlight 2000 W	77.50
	32923	PAR can 64, 500 W	38.85
	32957	PAR can 64, 1000 W	40.95
	32971	manual chain hoist per day	34.55
	32973	chain motor 0.25 to D8 per day	61.00
	32974	chain motor 0.5 to D8 per day	71.50



3-point truss



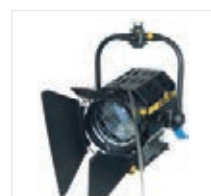
4-point truss



daylight spotlight  
150 W - 575 W



floodlight



fresnel lense spotlight



PAR can

Orders placed for spotlights and reflector lamps include power supply cabling to the main electrical connection (any power supply cabling required via the hall ceiling incurs additional costs and will be charged separately).

We are also able to supply you with any other event systems equipment you may require. We would be pleased to contact you for personal counselling

telephone number

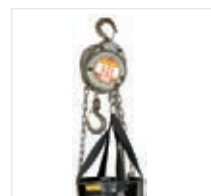
## Messe München GmbH contractors

For halls A1-A2, B0-B2, C1-C3:  
**Neumann & Müller GmbH**  
Tel. +49 89 5003615-10  
Fax +49 89 5003615-99  
messe.muenchen@NeumannMueller.com

For halls A3-A6, B3-B6, C4:  
**True Logik GmbH**  
Tel. +49 89 949-28967  
Fax +49 89 949-28962  
info@truelogik.com



chain motor



manual chain hoist

Cross beams/trusses and lighting systems incl. transport, assembly/dismantling and service during the trade fair. The service for attaching and detaching motor chain motors/manual chain hoists is subject to an additional charge.

Place / date

Company stamp and legally binding signature of exhibitor

## ■ Terms of Business for the Supply and Installation of Lighting and Truss Systems

### ■ Safety

- For safety reasons, the following types of suspensions are not permitted:
  - Items suspended from stand elements
  - Suspensions intended to support stand elements or exhibits (stand elements and exhibits must be independently secured)
  - Items suspended from the ceiling with a rigid or frictional connection to the hall floor.
- The suspension units may only be altered (e.g. opening a bridle) by one of Messe München GmbH's accredited service partners.
- It is imperative that the accredited contractor be consulted with regard to the use of hoisting equipment (e.g. chain hoist, motor hoist).  
**Please note:**  
 Load-bearing end-to-end cable connections
  - may not be implemented using cable clamps
  - must conform with DIN 56 921-11.
- With regard to the attachment and securing of objects to be suspended, pertinent safety regulations and in particular German safety ordinances BGV A1 (general regulations), BGV C1 (venues and production sites for stage performances), BGV D8 (hoisting, lifting and winching equipment), BGI 810-3 and, if applicable, VStättV (German safety code governing places of public assembly) must be observed (see also notice on "Suspension Units and Means of Attachment").
- Truss sections with lighting systems are to be equipped by the system installer with additional protective potential equalization (copper, min. 10 mm<sup>2</sup>) as per VDE 0100 part 711. The connection point for the equipotential bonding on the hall floor is to be ordered via form 3.1. The equipotential bonding lead between this transfer point and the truss section with lighting system may be carried out by the exhibitor's own electricians or be ordered for execution by Messe München GmbH's accredited electrical contractor.

### ■ Technical details and important information

- To the extent structurally feasible, Messe München GmbH will provide the exhibitor with a fixing point at the desired position above the stand floor area and within the stand perimeter.  
**Please note:** Constructions to be suspended may be placed only within the stand area. Messe München GmbH will review documentation submitted for feasibility of the desired fixing points.
- Hanging of items from the hall ceilings will be carried out exclusively through Messe München GmbH's accredited contractors.
- Each suspension point on the hall ceiling structures may carry a maximum 100 kg **perpendicular load**. The maximum area load is 5 kg/m<sup>2</sup> stand area. Suspension units for heavier loads only on request. If a fixing point in Halls A1–A6, B0–B6 or C1–C4 as ordered is not positioned directly beneath a suspension point, the fixing point will be installed using two or three suspension points.
  - Each fixing point (transfer point) ends in an O-ring.
  - Steel cable with a diameter of 6 mm (item no. 32900) and 8 mm (item no. 32908) is used for suspension purposes.
 Any rented equipment and material must be returned to the contracted service company by the end of the dismantling period at the latest. Exhibitors will be invoiced for damage to equipment.
- Fixing objects to be suspended (light trusses, spotlights, banners, flags, etc.) at the fixing points is the responsibility of the exhibitor and will be carried out by Messe München GmbH's service partners upon request.  
 Materials required to attach elements to the fixing points are not included in the standard service, but are available for rental from Messe München GmbH upon request.
- The main electrical connection for lighting, etc. should be ordered separately using form 3.1.
- Additional equipment:** The power supply cable is generally run from the hall floor to the lighting system. A supply cable can also be run from the hall ceiling, on request (separate offer).

### ■ Order deadline

- Orders are to be submitted no later than six weeks before the official stand set-up period begins. In the case of the late submission of orders, no guarantee can be given concerning the availability of the items required. **Messe München GmbH reserves the right to examine the additional costs incurred due to the late receipt of the given orders and, if appropriate, make a separate offer for the additional costs concerned.**
- Cancellations are only possible up to 14 days prior to the start of the general stand set-up period. The services provided up until this point in time are to be remunerated. After this time, Messe München GmbH is entitled but not obliged to provide the services ordered. The additionally provided services are to be remunerated. Any amendment thus constitutes a cancellation of the original order and placement of an additional order.
- The list of dimensions and tolerances supplied to the exhibitor or ordering party should be reviewed, countersigned and returned as soon as possible.  
 This list will be subsequently used for invoicing purposes. Grievances pertaining to the scope of products and services provided must be addressed to Messe München GmbH's TAS division prior to stand disassembly in order to allow the opportunity for an appropriate assessment. Subsequent complaints regarding the scope of products or services will not be acknowledged.
- Messe München GmbH's General Terms of Contract for Exhibitor Services apply additionally. Furthermore, the information and specifications set out in the Notice "Suspension Units and Means of Attachment" to hall ceilings should be observed.

### Price information:

Item no.	Product/Service	EUR
32943	Travelling and climbing scaffolding/h	55.75
32940	Man hour (cost-plus basis)	47.05
32924	Cable up to 6 kW/m	1.34
32925	Cable up to 12 kW/m	2.63
32921	Steel cable/Safety, each	6.08
32926	Aluminium clamps with O-rings, each	12.16
32914	Clevis, each	6.08
32915	Truss adapter / Earthing clamp / each.	6.08
32966	Power supply – hall ceiling Schuko safety socket 230V/m plus assembly charges	0.73
32967	Power supply – hall ceiling CEE 16 A/m plus assembly charges	1.34
32969	Earthing cable/m plus assembly charges	0.73

Submit in duplicate!

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

We hereby order – in the name and on behalf of the above-named exhibitor – subject to the water connection and supply terms detailed on page 3:

Quantity	Item no.	Main water connection including connection of one appliance	EUR/unit
	38100	Main water connection, hall area (ground level)	299.00
	38101	Main water connection, upper level (two-storey stand)	378.00
	38200	Main water connection, outdoor exhibition area/loading yards, above ground F5 – F8	402.00

**Main water connection includes:** Inflow: 1/2", outflow: DN 50. Installation of piping overground from utility/supply duct (hall) or connection shaft (outdoor exhibition area). Water consumption included. Connection of one appliance, e.g. (rental) sink.



38051 Rental sink unit  
(Similar model shown)

**Please note on the use of commercial dishwashers:**

The use of commercial dishwashers with a rinse cycle of **two minutes or less** and the preparation or demonstration of products containing grease and/or oil requires the use of grease traps for the wastewater being discharged (see order form 5.8) (see also "Water connection and supply terms" on page 3).

**Contact us for an individual quote on special installations, such as those requiring larger main connection fittings.**

**A surcharge (item no. 38951) amounting to EUR 90.00 will be raised for any orders/plans submitted later than 14 calendar days prior to the start of the trade fair.**

**We will be erecting a raised platform on our stand (80 mm min. height clearance required for laying pipes):**

☐ Yes, the height difference between hall floor level and platform surface will be approx.

cm

☐ No

**It is imperative that a ground plan (page 2) be submitted if a main water connection is required.**

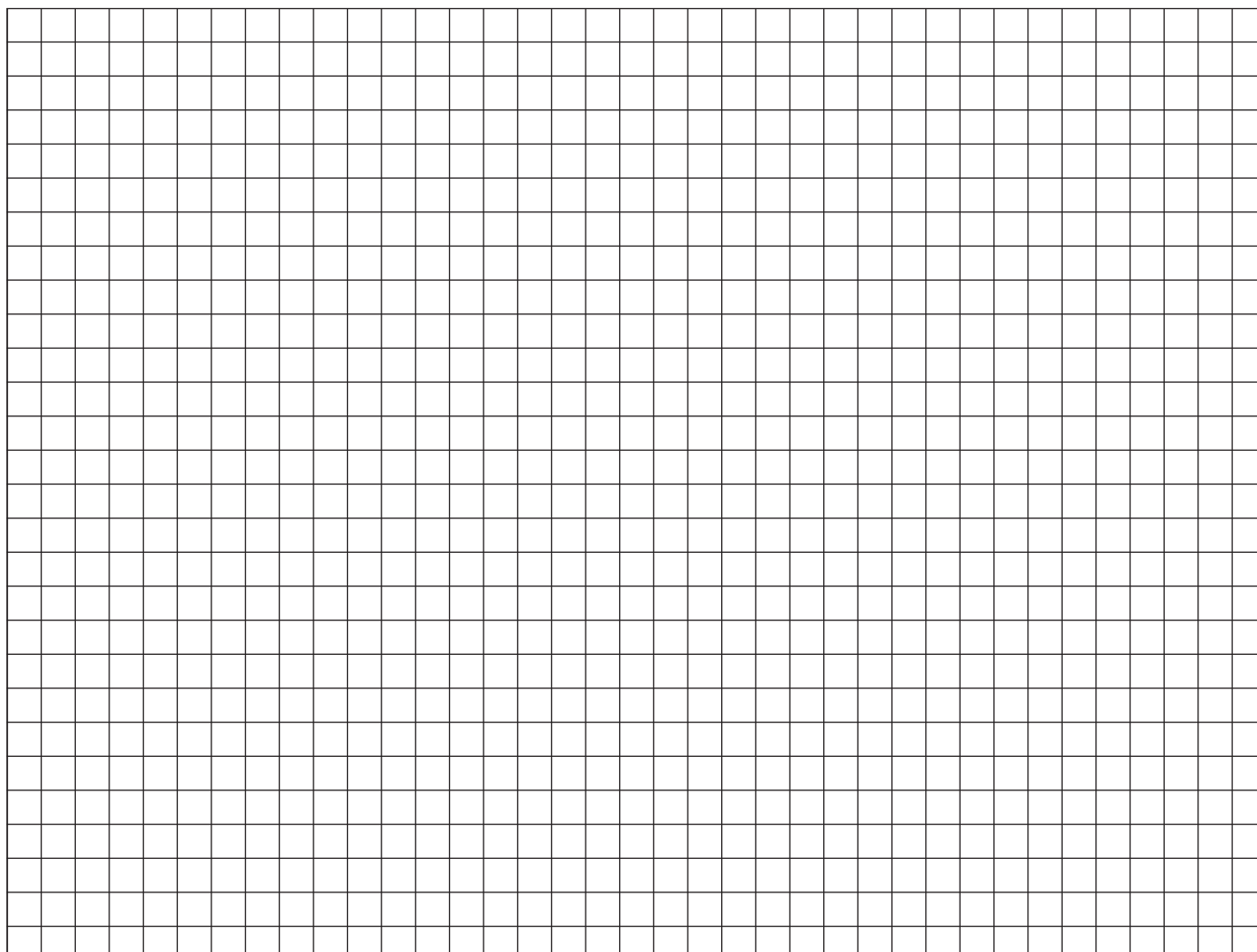
Quantity	Item no.	Misc. services	EUR/unit
	38050	<b>Connection of each additional appliance</b> e.g. dishwasher, water boiler, coffee machine, taps and fittings <b>Please note:</b> Price is only valid for appliances that will be placed no further than 1 m from the main connection.	54.25
	38051	<b>Rental sink unit</b> with base unit, taps and fittings, 5 l electric boiler Dimensions: W/H/D = 90/80/60 cm	131.00
	38090	Standard hourly rate	50.60
	38005	Water for tank/container – up to 3 m <sup>3</sup> (incl. DN 50 drain pipe) (see page 2)	113.00
	38006	Water for tank/container – 4 m <sup>3</sup> to 10 m <sup>3</sup> (incl. DN 50 drain pipe) (see page 2)	as per costs incurred

Place / date

Company stamp and legally binding signature of exhibitor

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

Sketch of the stand with precise dimensions where the water connection and drain pipe and the wash basin or sink are to be installed.  
**Please mark the position of your stand by showing adjacent stands, aisles or hall entrances.**



Scale 1 : 100 (1 m = 1 cm)  
 1 : 50 (1 m = 2 cm)



## ■ Water connection and supply terms

### ■ Ordering main water connection

Orders and scaled ground plan diagrams for the main water connection must be received by Messe München GmbH no later than six weeks prior to the official dates indicated for the stand assembly period.

Messe München GmbH cannot guarantee the timely installation of connections requested after this deadline.

**A surcharge (item no. 38951) amounting to EUR 90.00 will be raised for any orders/plans submitted later than 14 calendar days prior to start of the trade fair.**

### ■ Water connection information

All water utilities are provided on a rental basis only. Installation and connection of appliances to the pipeline network is carried out exclusively by approved contractors of Messe München GmbH.

Any repair work necessary to installations, appliances or exhibits not set up by or rented from Messe München GmbH will be invoiced at the standard hourly rate (see item no. 38090).

The exhibitor is obliged to turn off the entire water supply to the stand via the stopcock built into the main water connection every day after the exhibition closes.

Property damage arising from negligence will be the responsibility of the exhibitor. For safety reasons, Messe München GmbH reserves the right to turn off the entire water supply to exhibitors once the event has ended.

Messe München GmbH accepts no liability for damage.

- The general water pressure is 3.5 bar.
- The price paid for the main water connection also includes the cost of the water consumed.
- Waste water that is chemically contaminated or greasy may not be disposed of via the normal drainage system.

#### Required plan documentation

Supply and outflow lines will be installed in the exhibition halls according to dimensions submitted on the ground plan diagram. The diagram must indicate the distance between the edge of your stand and the connection **and** the stand's relative location within the hall. **Orders not containing this information cannot be processed!**

#### Main water connection in the halls

If at all possible, the piping will be laid in utility ducts, but may have to run above ground if the location of the connection point ordered makes this necessary. In the case of the main water connection for a stand's upper storey, max. 3 m supply/drainage piping laid vertically is included in the connection price. Any additional, horizontally laid piping (via the hall floor and/or in the flooring between the two storeys) will be charged as per the costs incurred (man-hours, material costs, etc.)

#### Main water connection in the loading yard

Piping to be laid in the loading yard will be installed for all orders above ground. Should a drain pipe be required, an additional pumping unit is also needed, the cost of which is payable by the exhibitor. Due to the risk of frost, water connections are generally not available for the loading yard during the winter months; however, pipe trace heating can be installed at the exhibitor's expense upon arrangement with Messe München GmbH.

Messe München GmbH reserves the right to cut off the water supply outside the duration of the event.

#### Main water connection in the outdoor exhibition areas

For outdoor exhibition areas F5 – F8, piping for all orders will be installed overground. Due to the risk of frost, water connections are generally not available for the outdoor exhibition areas during the winter months; however, pipe trace heating can be installed at the exhibitor's expense upon arrangement with Messe München GmbH. Messe München GmbH reserves the right to cut off the water supply outside the duration of the event.

#### Connection of appliances

Connection of one appliance (e.g. a sink unit) is included in the main water connection price. The connection of each additional appliance (installation/dismantling of portable kitchenettes, sinks, water heaters, dishwashers, coffee machines, etc. provided by the exhibitor) will be invoiced separately; this price includes labor and incidentals.

If the distance between the appliance to be connected and the main water connection exceeds 1 m, a second main water connection for this appliance must be installed for technical reasons, to be charged at cost.

The connection of a free-standing appliance (e.g. a counter) requires a separate main water connection.

For **rental sink units** (item no. 38051), delivery, maintenance and collection are included in the price. However, connection of the sink unit is **not** included in the rental price.

**For safety reasons, dishwashers without a built-in drainage pump will not be connected to the water mains in cases where the drainage gradient is insufficiently steep.**

#### Filling of tank/container with water

In the case of orders for the above quantities of water, the service provided includes one filling of the tank/container concerned and the drainage thereof; the unauthorized disposal of the water concerned via the utility ducts is prohibited. No fixed supply line is installed. Kindly ensure that you enclose with your order a ground plan indicating the location of the given tank/container.

### ■ Grease traps

Exhibitors ordering the installation of a main water connection for their stand from Messe München GmbH who also plan to prepare, process or present food items containing grease or oil are obliged to additionally order a grease trap through Messe München GmbH no later than four weeks before the start of stand assembly. This also applies to exhibitors operating commercial dishwashers at their stand which complete an entire cycle in **under two minutes**.

**Grease trap order forms may be obtained through the Technical Exhibition Services Division (TAS).**

If, after stand assembly has begun, Messe München GmbH ascertains that an exhibitor with stationary or mobile catering operations has failed to order a grease trap for a main water connection despite being obliged to do so according to these connection and supply conditions, the exhibitor hereby agrees that Messe München GmbH will install the appropriate grease trap equipment at current prices valid for that event without Messe München GmbH having received an order to this effect from the exhibitor.

In this case, or in the event that an order is placed less than four weeks before the start of stand assembly, Messe München GmbH is entitled to invoice a late-order surcharge for the required grease trap equal to 50 percent of the price in effect at the time of the event, unless the exhibitor can prove that Messe München GmbH has suffered no loss or negligible loss as a result.

If installation of a main water connection and grease trap is either not feasible, or only possible at excessively high cost, Messe München GmbH may require that the exhibitor neither produce, process or demonstrate any goods containing grease or oil at their stand nor operate a commercial dishwasher that completes an entire cycle in **two minutes or less**.

### ■ Cancellation/complaints

Orders may be withdrawn up to 14 calendar days before the general stand installation period begins; the exhibitor will be charged for the connections ordered in cases of cancellations submitted after this deadline.

The list of tolerances and dimensions provided to the exhibitor or ordering party should be reviewed, countersigned and returned as soon as possible.

**This list will be subsequently used for invoicing purposes.**

Complaints pertaining to the scope of supply and services provided must be addressed Messe München GmbH's TAS prior to stand dismantling to ensure that the complaints concerned can be investigated in a proper manner. Subsequent complaints regarding the scope of products or services will not be acknowledged.

**Messe München GmbH's General Terms of Contract for Exhibitor Services apply additionally.**

# Sprinkler Installation in the Halls

# 5.3

Page 1 / 2

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

The installation of a **sprinkler system** is required if the covered stand area is more than 30 m<sup>2</sup> (see Notice "Two-Storey Stand Construction" and form 1.2 "Application for Preventive Fire Protection Measures").

**We hereby order – in the name and on behalf of the above mentioned exhibitor – subject to the conditions for connection and supply of sprinkler systems detailed on page 2:**

Installation of a sprinkler system for covered stand area.

m<sup>2</sup> of covered stand surface

Please tick	Item no.	Description	EUR
	38497	Sprinkler main connection (basic installation incl. 3 sprinkler nozzles)	1,177.00

Quantity	Item no.	Description	EUR/unit
	38499	Additional sprinkler nozzles	300.00

**The precise number and position of the sprinkler nozzles is determined after submission of the stand drawing.**

The basic installation can be expanded with additional sprinkler nozzles to a maximum of 18 sprinkler nozzles.

**Please note:**

The sprinkler pipes are not suitable for visible exposure.

**We will be erecting a raised platform on our stand (100 mm min. height clearance required for laying pipes):**

☐ Yes, the clearance height between the floor of the hall and the raised platform is approx.

cm

☐ No

**Important – prior to the commencement of your stand planning activities, kindly ask Messe München GmbH's Technical Exhibition Services Division to supply you with an extract of the plan of the stand area showing the location of the sprinkler supply lines in the utility ducts.**

**Please be sure to submit plans to scale marked accordingly (with arrow showing north as well as neighboring stands or other points of reference). Kindly mark/indicate on the plans too the location of the transfer point from the utility duct to the stand ceiling (stop valve with test unit on the stand accessible at all times).**

**Messe München GmbH reserves the right to charge an additional fee for late orders and plans.**

Place / date

Company stamp and legally binding signature of exhibitor

## ■ Connection and supply conditions for sprinkler systems

Sprinkler systems must be installed according to the recognized rules of technology and with the approval of the Munich Municipal Fire Department.

**The prices listed apply to installation heights of up to 3 m. Any additional costs incurred for installation heights of over 3 m and for special stand constructions (surface installations, bypassing of summers and stand components, etc.) are charged for.**

The complete documents (as described in form 1.3), orders and plans must be submitted to Messe München GmbH by the specified deadline at the latest (see "Important Notes"), however, for two-storeyed and covered stands not later than six weeks before the start of construction.

No guarantee can be given that installations ordered after this date will be completed on time.

**Messe München GmbH reserves the right to charge an additional fee for late orders.**

The sprinkler pipes are installed in the halls according to the dimensions specified in the plan. The position of the shut-off valve on the ground floor must be specified by the exhibitor/stand builder. The supply pipe will be laid if possible in the utility conduits but may be laid above ground if the position of the shut-off valve and the successive sprinkler installation require this (on request, we will indicate the placement of the basic sprinkler pipe/outlet). The sprinkler installation itself is always installed in front of the walls and under the suspended ceilings. The sealed shut-off valve must remain accessible at all times and must not be built over or obstructed.

The exhibitor shall be liable for damage resulting from noncompliance with this regulation.

**The General Terms of Contract for Exhibitor Services of Messe München GmbH apply additionally.**

### ■ Design data:

- Exhibition halls in accordance with VDS are in fire risk class BG 2.3.
- Maximum protection area per sprinkler nozzle 12 m<sup>2</sup> by means of glass bulb sprinkler DN 15, nominal opening temperature 68°C, color red.
- Separate cabins and rooms must also be provided with sprinklers in conformance to the maximum protection area of 12 m<sup>2</sup>/nozzle.
- A maximum of 18 sprinkler nozzles may be connected for each DN 50 connecting pipe in the utilities conduit. The pipe dimension of feeder pipes to the nozzles is also DN 50.
- Structures suspended from the hall ceiling (trusses, etc.) cannot be equipped with a sprinkler system.



Submit in duplicate!

**Contact:**

Firma Herbert Nowak  
Beim Himmelreich 32c | 82140 Olching | Germany  
Tel. +49 89 8124101 | Fax +49 89 8131755  
nowakstromversorgung@t-online.de

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

We hereby order – in the name and on behalf of the above-named exhibitor – subject to the Terms of Connection and Supply of Compressed Air quoted on page 3:

☐ **Single compressed air connection;  
only one appliance take-off point on the stand (10 bar supply pressure)**

Pressure-reducing valve needed

☐ Yes ☐ No

Requirement in l/min

☐ **Multiple compressed air connection;  
more than one appliance take-off point on the stand (10 bar supply pressure)**

Please indicate total requirement

l/min

Please indicate requirement for each individual appliance take-off point and mark on layout plan.

Pressure-reducing valve required:

Appliance take-off point 1 ☐ Yes Requirement in l/min \_\_\_\_\_

Appliance take-off point 2 ☐ Yes Requirement in l/min \_\_\_\_\_

Appliance take-off point 3 ☐ Yes Requirement in l/min \_\_\_\_\_

Appliance take-off point 4 ☐ Yes Requirement in l/min \_\_\_\_\_

Appliance take-off point 5 ☐ Yes Requirement in l/min \_\_\_\_\_

As from the second appliance take-off point, EUR 39.50 (item no. 36200) will be charged per appliance take-off point in addition to the cost of the total requirement (equates to the cost of a single connection item no. 36001 ff on page 3).

We need the compressed air supply from

date

**Vacuum connection**

☐ Please submit an offer to us for the provision of a vacuum connection. We would need

l/min.

We are laying a platform on our stand

☐ Yes ☐ No

Additions:

The compressed air supply is available during the stand set-up period for two days before the start of the fair and for one day after the fair has ended (from 8:00 to 19:00). If the compressed air supply is needed earlier, any additional charges will be based on the compressed air requirement in l/min. During the fair the compressed air will be available for about 1 hour before and after opening times.

**Please note:**

**If orders/plans are submitted later than 14 calendar days prior to the commencement of the given trade fair, a surcharge (item no. 36951) of EUR 42.50 will be raised.**

Place / date

Company stamp and legally binding signature of exhibitor

# Ground Plan

## Compressed Air/Vacuum Connection

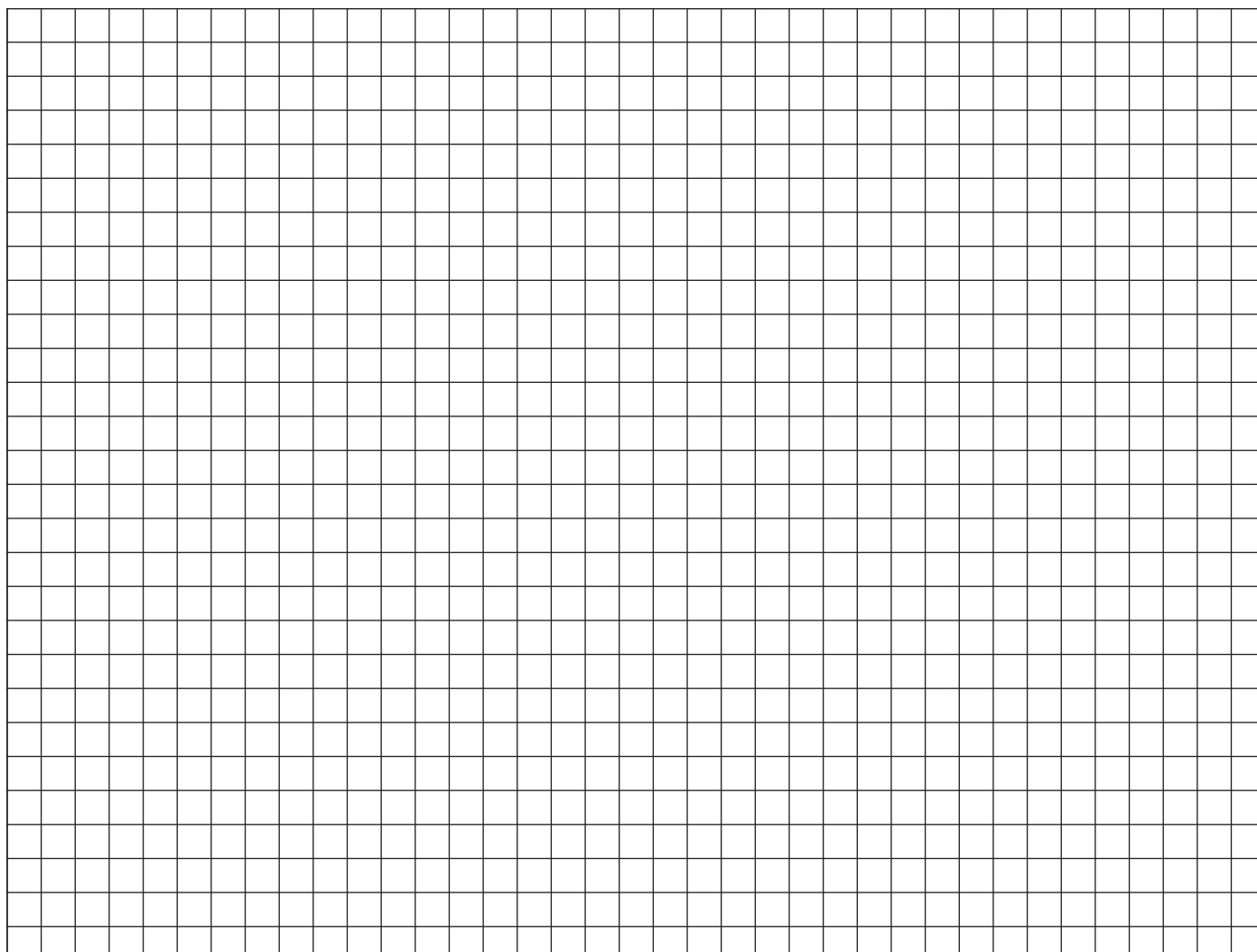
# 5.4

Page 2 / 3

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

Sketch of the stand with precise dimensions where the individual/multiple compressed air connection(s) is/are to be installed. In the case of multiple connections, kindly mark them in accordance with the numbering system on page 1.

**Please mark the position of your stand by showing adjacent stands, aisles or hall entrances.**



Scale 1 : 100 (1 m = 1 cm)  
1 : 50 (1 m = 2 cm)

## ■ Terms of Supply and Connection for Compressed Air/Vacuum:

1. Exhibitors using their own compressor must notify Messe München GmbH, Technical Exhibition Services Division (TAS). Orders for compressed air connections and ground plan/plans (form 5.4) must be submitted to **Messe München GmbH's TAS** no later than the date specified in the Order Forms for Exhibitor Services. No guarantee can be given that connections applied for after this date will be installed in time.

A surcharge (item no. 36951) amounting to EUR 42.50 will be raised for late orders submitted less than 14 days prior to the start of the trade fair.

2. The list of dimensions and tolerances supplied to the exhibitor or ordering party must be checked, countersigned and returned as soon as possible. This list is subsequently used for invoicing purposes. Any complaints concerning the products or services provided must be addressed to Messe München GmbH's TAS before the stand is dismantled so that a proper inspection can be carried out. Subsequent complaints about the products or services provided will not be acknowledged.
3. If an order is cancelled less than 14 calendar days prior to the start of the event, the ordering party shall be required to pay a lump sum amounting to 75 % of the costs of the ordered services. The exhibitor shall still have the right to provide proof that such an amount is in excess of the saving in outlay accruing to Messe München GmbH.

4. Prices include the following services depending on the item number:

### Single connection

Connection for one appliance take-off point, laying of compressed air pipes to the connection point on the stand incl. connection of one appliance take-off point, small parts and fittings, maintenance of the equipment installed.

### Multiple connection

Connection for more than one appliance take-off point, compressed air pipes, T-distributors, fittings, small parts, maintenance of the equipment installed, set-up and dismantling.

### Pressure-reducing valve

Installation and rental of a pressure-reducing valve incl. manometer for take-off pressure of 0.5–10 bar.

5. The quality of the compressed air at the point of transition from the compressor station into Messe München GmbH's piping network meets the following classification in accordance with ISO 8573-1:

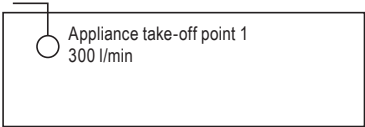
Oil content Class 1 = max. oil concentration of 0.01 mg/m<sup>3</sup>

Solid content Class 1 = max. particle size of 0.1 µm /  
max. particle density of 0.1 mg/m<sup>3</sup>

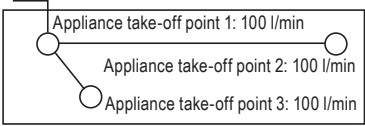
Water content Class 4 = dew point pressure ≤ +3 °C

6. Sample calculation

Single connection (only one appliance take-off point)

Total requirement on stand: 300 l/min	Item no.	Cost
	36003	639.00
	<b>Total</b>	<b>639.00</b>

Multiple connection (more than one appliance take-off point)

Total requirement on stand: 300 l/min	Item no.	Cost
	36003	639.00
	36200	39.50
	36200	39.50
	<b>Total</b>	<b>718.00</b>

## 7. Prices

Item no.	Compressed air / Single connection incl. connection of one appliance take-off point	Per item in EUR
36001	up to 100 l/min	429.00
36002	up to 200 l/min	525.00
36003	up to 300 l/min	639.00
36004	up to 450 l/min	748.00
36005	up to 600 l/min	1,140.00
36006	up to 800 l/min	1,367.00
36007	up to 1000 l/min	1,419.00
36008	up to 1500 l/min	1,674.00
36009	up to 2000 l/min	1,717.00
36010	up to 2500 l/min	1,832.00
36011	up to 3000 l/min	1,974.00
36012	up to 4000 l/min	2,110.00
36013	up to 5000 l/min	2,253.00
36014	up to 6000 l/min	2,584.00
36015	up to 8000 l/min	2,761.00
<b>36090</b>	<b>Cost plus hourly rate for all other work</b>	<b>44.65</b>

Item no.	Multiple connection as from 2 <sup>nd</sup> appliance take-off point	Per item in EUR
36200	Multiple connection take-off point	39.50

Item no.	Pressure-reducing valves	Per item in EUR
36400	up to 100 l/min	26.95
36401	up to 200 l/min	28.20
36402	up to 600 l/min	33.20
36403	up to 2500 l/min	40.35
36404	up to 5000 l/min	57.30
36405	up to 8000 l/min	67.50

8. Messe München GmbH reserves the right to install the compressor for the compressed air supply on the stand or in the immediate vicinity of the stand (if only a limited supply of compressed air is required, for instance). No objections may be raised on account of, for example, noise disturbance caused by the compressor. The compressors are operated at a pressure of 10 bar. Insofar as a lower pressure level is required, a pressure-reducing valve must be installed and needs to be ordered separately. Compressed air connections up to 60 bar or nitrogen systems can also be ordered, for either of which, however, a separate quote must be obtained. The entire compressed air installation (incl. materials) is supplied to the exhibitor on a rental basis only. Please refer to the liability ruling set out under point 5 of the General Terms of Contract for Exhibitor Services for further details.
9. Messe München GmbH's General Terms of Contract for Exhibitor Services are a constituent part of any contract concluded.

## ■ Orders

The information and telecommunication services detailed overleaf are to be ordered exclusively through Messe München GmbH. Orders are subject to approval by Messe München GmbH; this approval may also be implicit, e.g. in that the requested services are supplied.

The exhibitor is entitled to cancel an order for the information and telecommunication services detailed overleaf, either partially or entirely, on condition that notice of cancellation is received by Messe München GmbH no later than three weeks prior to the opening of the fair or event. In all other cases, the contract can only be revoked with the written approval of Messe München GmbH. Messe München GmbH is not obliged to grant such approval. Messe München GmbH will grant approval only on condition that the exhibitor pays 20 % of the value of the contract (plus VAT) as a standard cancellation fee. If Messe München GmbH can provide evidence that the costs incurred were greater than the amount of the standard cancellation fee, then Messe München GmbH is entitled to invoice the exhibitor for the actual costs, rather than the standard cancellation fee. If the exhibitor can provide evidence that the costs incurred by Messe München GmbH were lower, then the standard cancellation fee may be reduced accordingly.

If the exhibitor wishes to modify an order for services after it has already been fulfilled by Messe München GmbH, in particular with regard to installations on the exhibition stand, then Messe München GmbH is entitled to charge a modification fee of **EUR 82.50** plus VAT for each modification, on condition that Messe München GmbH actually commits to carrying out the modification. An additional fee of **EUR 76.40** plus VAT will be raised on late orders received within 14 days of the exhibition stand assembly period commencing.

## ■ Period of availability

The information and communication services ordered will be made available for the duration of the trade fair in question, as well as for six hours before the beginning and six hours after the end of the trade fair. If provision of information and communication services is required outside this period, this additional availability must be ordered separately from Messe München GmbH. These services will be charged additionally.

## ■ Assignment

All products and services ordered will be provided by Messe München GmbH or its designated subcontractors and will be assigned to exhibitors on a rental basis. If an exhibitor uses his own terminal equipment this must conform to the legal regulations currently in force, including the valid EU directives applicable to terminal equipment and the CCITT Recommendations, especially CCITT Recommendation I430. The analog lines provided are PBX extensions with a dial tone that differs from that of the public telephone network.

If an exhibitor fails to comply with this obligation and malfunctions occur as a result, Messe München GmbH shall be entitled in particular to demand reimbursement of the costs of analysing the malfunctions and for fault clearance from the exhibitor. Messe München GmbH shall also be entitled to demand that the exhibitor immediately disconnects from the network the terminal equipment causing the malfunctions.

For Internet accesses the network cards used in the exhibitor's PC must conform to the Ethernet specifications (IEEE 802.3). The IP addresses applied for from the Messe München GmbH address range (Class C address) will be made available to the exhibitor with the order confirmation. The exhibitor may not under any circumstances use IP addresses other than those provided by Messe München GmbH or modify the prescribed subnet masks. If an exhibitor fails to comply with this obligation and malfunctions occur as a result Messe München GmbH shall be entitled in particular to demand reimbursement of the costs of analysing the malfunctions and for fault clearance from the exhibitor. Messe München GmbH shall further be entitled to exclude from the LAN any exhibitors who despite previous warnings use IP addresses other than those assigned to them or who use subnet masks other than those prescribed for them and to demand reimbursement of the associated costs. In the event of network functionality being attacked or other attacks being carried out, Messe München GmbH reserves the right to block the given connection on an either temporary or permanent basis.

If malfunctions occur in the PC of an exhibitor who has used IP addresses other than those assigned to him or has modified the subnet mask, Messe München GmbH will clear the fault at the request and risk of the exhibitor at the Messe München GmbH prices valid at the time of the trade fair.

At the request of the exhibitor Messe München GmbH will configure the PC, if this is technically and operationally possible, at the exhibitor's risk and at the Messe München GmbH prices valid at the time of the trade fair.

When using Internet connections (IP connections, ISDN, etc.), the unsolicited despatch of e-mails for advertising purposes (mail spamming) or unsolicited despatch of news for advertising purposes (news spamming) to third parties is prohibited. The exhibitor and other users are provided with permanent access to the Internet together with the Internet connection. As the data is transmitted in a transparent manner via this connection (as per RFC812 on OSI level 3), Messe München GmbH has no influence on the content thus transmitted and, as such, is unable to filter out any undesirable content that might impact on the usage of the Internet access. At the end of the contractual term, the IP address should no longer be used.

The customer (user) undertakes to neither offer information with illegal or immoral content nor to refer to offers with such content. This includes above all such content as serves the incitement of the people as defined under articles 130, 130a and 131 of the German Criminal Code, encourages criminal activity, glorifies or trivializes violence, is pornographic or suitable for use as pornography as defined under article 184 of the German Criminal Code, constitutes a serious moral risk for children or juveniles or compromises their welfare.

## ■ Service center

A service center has been set up on the exhibition site in case of faults. This service center can be contacted under the number +49 89 949 11666 during the following times:

- set-up period: 8:00–18:00
- 1st day of event: one hour prior to event commencing through to end of event
- during the trade fair: in accordance with the opening hours of the given event
- last day of event/1st day of dismantling period: from start of event through to 20:00
- dismantling period: 9:00–14:00

## ■ Liability

The exhibitor will be invoiced for the cost of replacing lost or damaged terminal equipment. The manufacturer's list price shall apply in case of doubt.

Exhibitors bear the liability for the loss, damage or destruction of all communications equipment made available. If liability is conditional upon fault, it is the responsibility of exhibitors to provide evidence that they are not at fault.

As far as Messe München GmbH's liability is concerned, item six of the General Terms of Contract for Exhibitor Services of Messe München GmbH applies. If an order is received by Messe München GmbH later than five weeks prior to the opening of the fair or event, acceptance of the order does not imply that Messe München GmbH assumes any responsibility for the proper and timely fulfillment of service provision. In such cases, should Messe München GmbH fail to fulfill service provision or fail to fulfill it properly and on time, the exhibitor is only entitled to cancel the contract for the information and telecommunication services detailed overleaf, or to reduce the agreed remuneration accordingly. All further claims are excluded.

## ■ Call connections

Connections within the exhibition center network are free of charge.

Any services provided by external network operators (e.g. Deutsche Telekom AG) are subject to their terms and conditions of business and service specifications, and are a constituent part of the agreed contract.

## ■ Return of terminal equipment

Terminal equipment will be taken back by Messe München GmbH on the last day of the dismantling time at the latest. If in an exceptional case the equipment is not taken back, the exhibitor must return terminal equipment still in his possession to Messe München GmbH and obtain a confirmation of receipt. In cases of doubt this confirmation of receipt will provide proof of return.

## ■ Connection conditions

All connections/equipment ordered will be provided exclusively by Messe München GmbH. The specified prices apply for provision in one-storeyed stands. In the case of multi-storeyed stands, the price for provision shall apply only for installation on the ground level. The connection will be provided from the allocated point of connection in the utilities conduit to the required location at the stand. The connecting line must not be more than 12 m long; this also applies to the structured cabling for the connecting cable to the LAN. The exhibitor is required to make allowance for this when planning the stand. An extension of this connecting line is available on request. A special order is required for an extension of the connecting line or provision in the upper level of multi-storeyed stands. Connections for telephone, fax, modem, EURO-ISDN and for 2/4 wire connections will be provided using the RJ45 connection system (according to EIA/TIA). Private terminal equipment can only be used on the EURO-ISDN and fax/modem connection. Fiber-optic connections (single-mode, multimode) use the E2000 connection system. For applications requiring a transmission speed of more than 2 Mbit/s and for services that can only be carried out on the basis of special orders, please contact our team of consultants to clarify the details early on.

Externally required communications connections may only be provided by the network operator as far as a central transfer point on the exhibition site stipulated by Messe München GmbH. The extension of these connections from the transfer point to the exhibitor's stand will be implemented exclusively by Messe München GmbH via the on-site network.

Ordering the external connection path up to the transfer point on site will be commissioned by Messe München GmbH. Services provided by the network operator will be shown and charged separately.

Messe München GmbH will coordinate the provision of the complete connection.

## ■ General Terms of Contract for Exhibitor Services

Messe München GmbH's General Terms of Contract for Exhibitor Services apply additionally.

## ■ General points to note concerning information and telecommunications services

### ■ Perfect connections for communicating with each other!

State-of-the-art ISDN telecommunications systems await you in Munich, virtually ensuring good business! Talk to us about the options available, so that you can communicate even better with your customers and interested parties.

### ■ Telephone/Telefax/Modem/ISDN

The Messe München GmbH exhibition center is equipped with state-of-the-art communications technology and via its comprehensive infrastructure with high-performance communications connections/facilities provides users with an optimum system for transmitting voice, data and image information.

The provision of voice communication services to the entire exhibition center is guaranteed thanks to a modern IP telecommunications system. In addition to LAN connections, fully-featured IP telephones, fax machines and WiFi routers, Messe München GmbH can also provide you with mobile (GSM/UTMS) telephones, subject to a charge, ensuring accessibility throughout the exhibition center. By dialling "0" to get an outside line, you can then autonomously access any telecommunications connection in the world.

At the same time, you can be reached by your national and international business partners directly, thus further enhancing your business contacts.

In conjunction with the telecommunications system, the end devices on your exhibition stand provide you with numerous service features that support effective communication:

- **fast connection set-up** via state-of-the art technology and IP functionality
- **display options and menu-guided user information** for visual communication support
- **function/one-touch keys** for depositing frequently recurring functions (e.g. dialling head office via one-touch button)
- **open listening with fully featured IP devices**
- **consultation hold/transferring of calls** to other connections within your stand organization (to and from mobile telephones too) as well as to any connections within the exhibition center
- **dial repeat, call back function** (e.g. depositing a call-back request when line is engaged)
- **call transfer to another connection** (e.g. your exhibition mobile telephone so that you are not tied to one location)
- **group connection for several hard-wired connections**, multiple accessibility via one phone number, even when lines are engaged
- **electronic lock** for protecting end devices against unauthorized use
- **voice memory/voice box** integrated answer phone function for IP comfort devices and mobile telephones with the option of targeted querying. A caller who does not get hold of you immediately can leave a message for you there.

### ■ Broadband connection (TV)

A broadband communications network suitable for hyperband and offering blanket coverage is installed throughout the exhibition center enabling every exhibition stand to receive a wide range of TV programs.

Programs are transmitted using the PAL, B/G standard with adjacent channel allocation.

The antenna connections (BC terminal boxes) that can be obtained from us provide you with a selection of approx. 25 television programs. An overview of the available programs can be supplied on demand.

Any channels that do not automatically feed into the local network can be set up on request; such request constitutes a separate order and must have been placed with us at least 14 days prior to the trade fair commencing.

### ■ Internet

**part of life today and a must on your exhibition stand, too.**

Search, find and print out news or product information, receive messages and stay in touch at all times by digital link. During trade fairs and exhibitions you can continue to have convenient access to the important information medium Internet and receive and send information by e-mail.

### ■ Internet service: economy access

Messe München GmbH provides the connection together with a dynamic/private IP address. Only the access code provided by Messe München GmbH can be used for accessing the Internet. The allocation of additional IP addresses is not possible!

- Internet access 4 Mbit/s, synchronous Internet connection incl. flat rate, dynamic/private IP address, one ethernet port/RJ45
- Internet access 8 Mbit/s, synchronous Internet connection incl. flat rate, dynamic/private IP address, one ethernet port/RJ45
- Internet access 16 Mbit/s, synchronous Internet connection incl. flat rate, dynamic/private IP address, one ethernet port/RJ45
- Internet access 25 Mbit/s, synchronous Internet connection incl. flat rate, dynamic/private IP address, one ethernet port/RJ45

### ■ Internet service: business access

Messe München GmbH provides the connection together with a fixed IP address.

Further IP addresses can be allocated subject to payment of a charge.

The usage charge for the duration of the event is included.

- Internet access 4 Mbit/s, synchronous Internet connection incl. flat rate, one fixed/public IP address, one ethernet port/RJ45
- Internet access 8 Mbit/s, synchronous Internet connection incl. flat rate, one fixed/public IP address, one ethernet port/RJ45
- Internet access 16 Mbit/s, synchronous Internet connection incl. flat rate, one fixed/public IP address, one ethernet port/RJ45
- Internet access 25 Mbit/s, synchronous Internet connection incl. flat rate, one fixed/public IP address, one ethernet port/RJ45



**Return to:**

Messe München GmbH  
Hauptabteilung Technischer Ausstellerservice – IT/Telecommunications Support  
Messegelände | 81823 München | Germany  
Tel. +49 89 949-21250/-21251 | Fax +49 89 949-21258

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

We hereby order in the name and on behalf of the above exhibitor and subject to acceptance of the terms of business:

## ■ Connection with terminal

Quantity	No.	Item no.	Description	EUR
	1.	37001	<b>Combi package</b> (IP telephone and fax machine incl. connecting unit), functional features see items 2 & 3	345.00
	2.	37002	<b>Fully featured IP telephone</b> incl. connecting unit. Functional features: open listening, callback, conference call, consultation hold/call transfer	126.50
	3.	37003	<b>Fax machine</b> incl. analog connection for normal paper, with copy function	280.50
	4.	37004	<b>Exhibition mobile phone (GSM/UMTS)</b> incl. voice flat rate. Wireless accessibility throughout the exhibition site.	114.00
	5.	37005	<b>Conference phone</b> , 1 microphone, incl. connection and phone number	219.00
	6.	37006	<b>Conference phone</b> , 2 microphones, incl. connection and phone number	259.00

## ■ Connections without terminal

(only possible with RJ 45 plug or adapter)

Quantity	No.	Item no.	Description	EUR
	7.	37007	<b>Analog extension</b>	103.00
	8.	37008	<b>external ISDN multipoint connection, incl. NTBA</b> (2 lines, 3 phone numbers)	219.00

## ■ Broadband connection (TV)

Quantity	Nr.	Item no.	Description	EUR
	9.	37009	Transfer to PAL B/G standard with adjacent channel occupation incl. BC connection box	157.00

## ■ Miscellaneous

Quantity	No.	Item no.	Description	EUR
	10.	37504	Cost-plus hourly rate for miscellaneous additional services	95.50
	11.	37501	Late order charge as of 14 calendar days or less prior to start of event	76.40
	12.	37503	Flat rate for alterations	82.50
	13.	37502	Cancellation fee	82.50

Required date of availability for ordered equipment

If you require further services/information, please give the name of the contact responsible at your company.

Name

Telephone

Fax

## ■ Please note

- Items 1 – 8 including call charges
- It is essential for a sketch of the stand layout to be submitted (e.g. form 6.5) before services can be provided!
- The above-mentioned connections are tied to Messe München GmbH's telephone service provider – no call by call or preselection, nor 010.. numbers possible!
- Internet services incl. flat rate.

Place / date

Company stamp and legally binding signature of exhibitor



37001 Combi package



37002 Fully featured IP telephone



37003 Fax machine



37004 Exhibition mobile phone (GSM/UMTS)



37005 Conference phone



37006 Conference phone



**Return to:**

Messe München GmbH  
Hauptabteilung Technischer Ausstellerservice – IT/Telecommunications Support  
Messegeleände | 81823 München | Germany  
Tel. +49 89 949-21250/-21251 | Fax +49 89 949-21258

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

We hereby order – on behalf and at the request of the aforementioned exhibitor – subject to acceptance of the terms of business:

## ■ Internet services: Economy access

RJ45 plug as transfer point



Quantity	Nr.	Item no.	Description	EUR
	1.	37100	Internet access max. <b>4 Mbit/s</b> , incl. flat rate, <b>dynamic/private IP address</b>	369.00
	2.	37101	Internet access max. <b>8 Mbit/s</b> , incl. flat rate, <b>dynamic/private IP address</b>	399.00
	3.	37102	Internet access max. <b>16 Mbit/s</b> , incl. flat rate, <b>dynamic/private IP address</b>	499.00
	4.	37103	Internet access max. <b>25 Mbit/s</b> , incl. flat rate, <b>dynamic/private IP address</b>	649.00

Higher bandwidths available on request.

## ■ Internet services – Business access

RJ45 plug as transfer point



Quantity	Nr.	Item no.	Description	EUR
	5.	37110	Internet access max. <b>4 Mbit/s</b> , incl. flat rate, <b>1 fixed/public IP address</b>	509.00
	6.	37111	Internet access max. <b>8 Mbit/s</b> , incl. flat rate, <b>1 fixed/public IP address</b>	639.00
	7.	37112	Internet access max. <b>16 Mbit/s</b> , incl. flat rate, <b>1 fixed/public IP address</b>	1,199.00
	8.	37113	Internet access max. <b>25 Mbit/s</b> , incl. flat rate, <b>1 fixed/public IP address</b>	1,899.00

Required date of provision of equipment ordered

Place / date

Company stamp and legally binding signature of exhibitor

### Return to:

Messe München GmbH  
Hauptabteilung Technischer Ausstellerservice – IT/Telecommunications Support  
Messegelände | 81823 München | Germany  
Tel. +49 89 949-21250/-21251 | Fax +49 89 949-21258

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

We hereby order – on behalf and at the request of the aforementioned exhibitor – subject to acceptance of the terms of business:

## ■ Additional services, accessories for rent

Quantity	No.	Item no.	Service	EUR
	7.	37140	1 x additional public IP address for the business access Internet service	45.00
	8.	37141	1 x 24 port switch, max. 24 x ethernet/ RJ45 connections possible	79.00
	9.	37142	1 x mini-switch, (min. 4 port ethernet/ RJ45 connections)	29.00

## ■ WLAN service, accessories for rent

Quantity	No.	Item no.	Service	EUR
	10.	37150	WLAN router for connection to existing economy/business access Internet service incl. configuration	129.00

## ■ Miscellaneous

Quantity	No.	Item no.	Service	EUR
	11.	37504	Cost plus hourly rate for miscellaneous/ additional services	95.50
	12.	37501	Surcharge for late order placed 14 days prior to start of event or later	76.40
	13.	37503	Flat charge for alterations	82.50
	14.	37502	Cancellation fee	82.50

Required date of provision of equipment ordered

## ■ Please note

1. RJ45 used as connecting system!
2. In the outdoor exhibition area, a 230 V electrical connection must be provided by the exhibitor.
3. The submission of a layout plan (e.g. form 6.5) is a mandatory requirement for the provision of services.
4. Internet services incl. flat rate



37141 24 Port switch



37142 Mini-switch



37150 WLAN router

Place / date

Company stamp and legally binding signature of exhibitor

## Return to:

Messe München GmbH  
Hauptabteilung Technischer Ausstellerservice – IT/Telecommunications support  
Messegelände | 81823 München | Germany  
Tel. +49 89 949-21250/-21251 | Fax +49 89 949-21258

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

The infrastructure on the exhibition grounds makes it possible to provide additional interesting communications services over and above the items listed in forms 6.1–6.2. Detailed information on these products is available on request from Messe München GmbH (MMG). Please mark the services you require in the list below and send this form to us at the above address. We will be glad to send you information.

- ☐ **Exhibition facilities on-site communication links**  
(e.g. LAN connections, link between stands)
- ☐ **Communication links to the exhibition grounds**  
(e.g. ISDN basic access/PMx connections, data direct/standard fixed connections)
- ☐ **Video conference equipment**

## Communication links within the exhibition facilities

Messe München GmbH provides a communications platform with an application-neutral cable infrastructure covering the whole area of the exhibition grounds which will allow present-day and future communications methods/applications to be used without restriction.

This infrastructure enables permanently wired connections to be provided over the entire site, within a stand as well as between different stands.

Messe München GmbH provides the necessary physical links and connection points so that you are free to configure your applications needed. This allows you to reduce the costs for stand cabling, e.g. if you want to configure a LAN (Local Area Network).

It is also possible to create virtual LANs if you are exhibiting on two stands, for example, and want to network your IT systems. Transmission speeds of up to several Gbit/s are possible in the backbone and up to 100 Mbit/s in the access area.

The following connections are available:

- Copper 2/4 wire (RJ 45 connection system)
- Single-mode or multimode optical fiber (E 2000 connection system)

## Supply of external communication links to the exhibition grounds (data direct/non-switched connections, provision of connections)

This new communications platform includes the provision of external connections (data direct/non-switched connections, etc.) of public networks from the respective network operators/carriers from locations outside the exhibition grounds to your stand.

**Communications connections from locations outside the exhibition grounds may only be provided by the network operator as far as a central transfer point on the exhibition grounds specified by Messe München GmbH. The extension of these connections from the transfer point to your exhibition stand will be implemented exclusively by Messe München GmbH via the on-site network.**

Information about the type and purpose of application are required when you order external connections. For this purpose please use this order form and indicate the required date of availability and your contact person for technical inquiries.

Ordering the external connection path up to the transfer point on site will be commissioned by Messe München GmbH. Services provided by the network operator will be shown and charged separately. Messe München GmbH will coordinate the provision of the complete connection.

## Video conference equipment

Communication via video conferencing systems has now become established. It provides a fast, direct and affordable means of corporate communications which is increasingly adopted by companies.

Messe München GmbH offers you user-friendly, mobile video conferencing equipment at the exhibition center. We provide you with a full-service solution with all necessary connections and components, offering you the following benefits:

- Flexible ISDN video conferencing system with full functionality at an affordable price
- Extremely user-friendly, icon-based user interface, wireless infrared remote control and context-sensitive online help
- Optional inverse multiplexer supporting transmission rates of up to 384 Kbit/s
- Many different conference situations are supported, up to and including multipoint meetings

Place / date

Company stamp and legally binding signature of exhibitor

### Return to:

Messe München GmbH  
Hauptabteilung Technischer Ausstellerservice – IT/Telecommunications support  
Messegelände | 81823 München | Germany  
Tel. +49 89 949-21250/21251 | Fax +49 89 949-21258

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

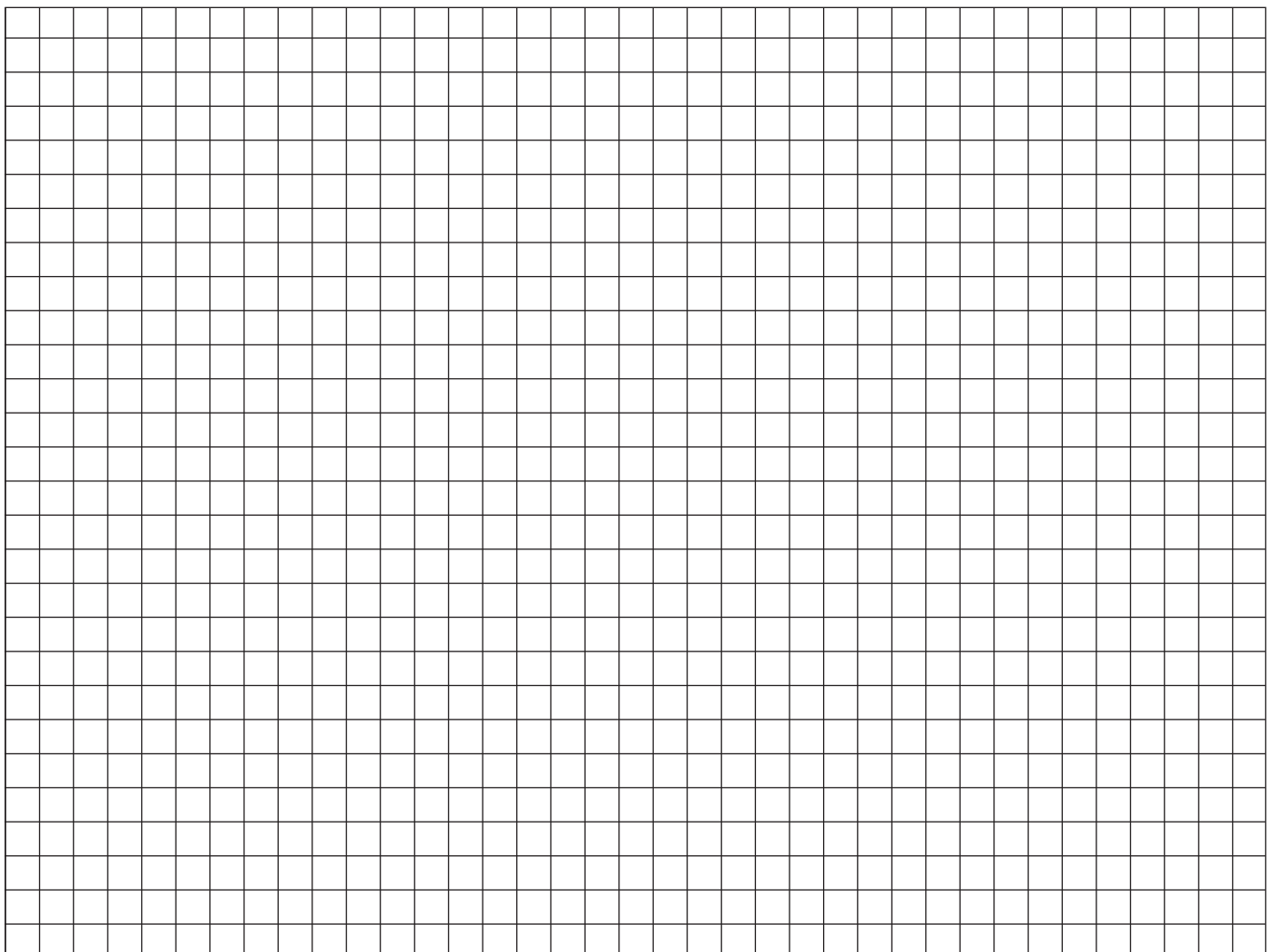
Tel. with area code and ext.

Fax with area code and ext.

Sketch of the stand showing the precise position of the connections/services ordered. Please use the following symbols to mark the connections:

■ Tel./Fax/. . . ▼ Internet ● Broadband cable connection

**Please mark the position of your stand by showing adjacent stands, aisles or hall entrances.**



Scale 1 : 100 (1 m = 1 cm)  
1 : 50 (1 m = 2 cm)

Submit in duplicate!

## Contact and invoicing:

one of the approved contractors of Messe München GmbH below

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

## ■ Important

Any orders submitted later than two calendar days prior to the commencement of the event are subject to a late order surcharge of 25 percent, based on the gross exhibition space. A surcharge of EUR 35.00 per invoice will be raised for any address changes made subsequent to receipt of the invoice. Should any cleaning be required in lockable areas (e.g. booths, cubicles, etc.), the approved contractor must be supplied with the appropriate keys. In such cases, kindly arrange an appointment with the relevant approved contractor in good time for handing over the keys. The exhibitor must have an electrical supply available on the stand for usage by the cleaning staff.

A confirmation of order will be sent to the e-mail address indicated above.

Only such complaints as are submitted by 10:00 on the day after execution of work will be considered. The approved contractors are entitled to collect payment on the stand.

Invoice recipient (if different from the exhibitor) Street / P.O. Box / Country / Town / Postcode

## ■ We herewith appoint the following contractor approved by Messe München GmbH and request the forwarding of this order

By marking the appropriate box you can select one of the two contractors irrespective of the hall allocation.

☐ **Herrmann & Schmidt - Dienstleistungen**  
Willy-Brandt-Allee 9 | 81829 München | Germany  
Tel. +49 89 949-24700 | Fax +49 89 949-24707  
orders@standreinigung.de | www.standreinigung.de  
Halls A1 – A3, B0 – B2, C1 – C2, West Entrance



☐ **dias Gebäudemanagement GmbH**  
Willy-Brandt-Allee 9 | 81829 München | Deutschland  
Tel. +49 89 949-24940 | Fax +49 89 949-24941  
muenchen.messe@dias-service.de | www.dias-service.de  
Halls A4 – A6, B3 – B6, C3 – C4, East and North Entrance, Outdoor exhibition area.



## ■ Stand cleaning

Stand area/m<sup>2</sup> \_\_\_\_\_

Cleaning is carried out for the first time on the last day of the stand set-up period from 18:00 and then daily after the trade fair closes.

- One-off cleaning of floor surfaces and the horizontal surfaces of tables, chairs and counters
- Emptying of waste containers and ashtrays
- Vacuuming of textile floor coverings and/or wiping clean of hard floor coverings

### For the duration of the event

☐ Yes

☐ No, only on the following days \_\_\_\_\_

### Prices stand cleaning:

- Initial cleaning at end of set-up: EUR 1.55/m<sup>2</sup>
- Each further cleaning: EUR 0.60/m<sup>2</sup> per cleaning

All prices quoted are net and subject to statutory value-added tax.

Please note that the minimum invoice amount is EUR 30.00.

## ■ Related services including consulting

Stand area/m<sup>2</sup> \_\_\_\_\_

We would be pleased to advise you on site and provide you a personalized offer for special and additional services.

please check		EUR
<input type="checkbox"/> daily	Cleaning of furniture, display cases, doors, partition walls and door frames; cleaning of glass; cleaning of exhibits, vehicles; shampooing/removing carpets, removing heel marks	30.50/ per hour
<input type="checkbox"/> one-time	Cutting and disposal of plastic sheeting	0.55/m <sup>2</sup>
	Cutting and disposal of plastic sheeting incl. cleaning of flooring areas	0.95/m <sup>2</sup>
	Special cleaning of stand after stand party	Surcharge of 0.50/m <sup>2</sup>

Appointment on stand for consultation on (date/time)

Contact person/Mobile phone no.

Place / date

Company stamp and legally binding signature of exhibitor

**Contact:**

Remondis GmbH & Co. KG  
Recyclinghalle bei Tor 16  
Messegelände | 81829 München | Germany  
Tel. +49 89 949-24730 | Fax +49 89 949-24739  
wolfgang.lorch@remondis.de

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail




Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

## ■ Binding order for waste disposal services

We hereby order from Messe München GmbH – in the name and on behalf of the above-named exhibitor and subject to the terms of business detailed overleaf:

Item no.	Description	Set-up phase				EUR/unit
		Qty.	Delivery date	Qty.	Delivery date	
30840	<b>120 l waste sack for mixed waste</b> Price incl. collection and disposal Filled sacks will be collected from the stand.	_____	_____	_____	_____	14.40/each
		unit(s)	Delivery date	unit(s)	Delivery date	
30832	 <b>1,5 m³ container for mixed waste</b> Price incl. delivery and collection as well as disposal of container content Container will be delivered to and collected from the stand.	_____	_____	_____	_____	196.00/each
		unit(s)	Delivery date	unit(s)	Delivery date	
30833	 <b>2,5 m³ container for mixed waste</b> Price incl. delivery and collection as well as disposal of container content Container will be delivered to and collected from the stand.	_____	_____	_____	_____	262.00/each
		unit(s)	Delivery date	unit(s)	Delivery date	
30834	 <b>5 m³ container for mixed waste</b> Price incl. delivery and collection as well as disposal of container content Container will be delivered to and collected from the stand.	_____	_____	_____	_____	388.00/each
		unit(s)	Delivery date	unit(s)	Delivery date	
30801	<b>Disposal of carpeting</b> Price incl. collection, loading and disposal	_____	_____	_____	_____	2.40/m²
		m² of carpet	Delivery date	m² of carpet	Delivery date	
30805	<b>Disposal of plastic sheeting</b> Price incl. collection, loading and disposal	_____	_____	_____	_____	0.16/m²
		m² of sheeting	Delivery date	m² of sheeting	Delivery date	
30807	<b>Disposal of wooden panels and chipboard</b> Price incl. collection, loading and disposal	_____	_____	_____	_____	69.00/m³
		m³ of wood	Delivery date	m³ of wood	Delivery date	
30809	<b>Other waste</b>	_____	_____	_____	_____	Price on request
	Please specify waste:	m³ of waste	Delivery date	m³ of waste	Delivery date	

Place / date

Company stamp and legally binding signature of exhibitor

## ■ Terms of business

### 1 General

- 1.1 Every exhibitor is obliged to dispose of such waste as is generated on his exhibition stand at his own expense and without delay. Messe München GmbH provides exhibitors with a wide range of environmentally friendly waste disposal services. Once Messe München GmbH's approved waste disposal contractor has been appointed, the latter guarantees the due and proper disposal of the waste generated.
- 1.2 If you have appointed a company to build your exhibition stand, please inform the company concerned of our relevant guidelines.
- 1.3 In accordance with Munich city council statutes concerning the disposal of commercial and construction waste, the separation of waste into individual recyclable groups is a mandatory requirement. All exhibitors and stand builders are therefore obliged to take effective steps before, during and after the event to minimize waste and ensure both its proper separation and disposal. Disposable carpeting should be avoided. Please refrain from using disposable tableware.
- 1.4 Waste for the disposal of which no approved waste disposal contractor has been appointed may at no time be stored outside the rental stand area. The storage of empty boxes in the hall is generally prohibited.
- 1.5 The waste containers in the loading yards may be filled by persons appointed by Messe München GmbH only.

### 2 Waste disposal during the stand set-up and dismantling periods

- 2.1 Page 1 of this form should be used for ordering waste disposal services. We kindly ask you to place your order no later than six weeks prior to the start of the set-up period to ensure the punctual processing of your order.
- 2.2 Waste sacks (item no. 30840) will be supplied as of the delivery date requested. If no delivery date is stated, they will be supplied in the course of the last stand set-up day. Sacks that have been filled may remain in the halls and will be collected from there.
- 2.3 Containers (item nos. 30832 and 30833) are lockable (padlock not included) and will be delivered to the stand as of the delivery date requested and will be collected from there too. Containers with a capacity of 1.5 or 2.5 m<sup>3</sup> are equipped with rollers and can be moved by hand. Containers with a capacity of 5 m<sup>3</sup>, which can be moved with a pallet truck, will be delivered to and collected from outside the hall only. The collection and/or emptying of containers can be registered directly with the approved waste disposal contractor at +49 89 949-24740 as and when required. If the container lid can no longer be shut due to the container being too full, a handling fee of EUR 70 (item no. 30806) will be charged for each such container. Notably on the last stand set-up day, Messe München GmbH and/or its approved waste disposal contractor are entitled to collect filled containers at the expense of the exhibitor if the containers are left standing for longer than two hours without any request for collection.
- 2.4 Waste sacks (item no. 30840) and containers (item nos. 30832 to 30834) may be filled with mixed waste (no hazardous waste, no food waste, no liquids) only.
- 2.5 Carpeting (item no. 30801) can be rolled up or bundled and left on the stand for collection if it has been registered for collection. Wood and chipboard (item no. 30807) as well as any other waste generated (item no. 30809) can be collected following its registration with the approved waste disposal contractor and the issuing of a delivery note. During the stand set-up period wood waste and/or chipboard can be collected from OUTSIDE the halls only; during the dismantling period it can be collected from inside the halls.
- 2.6 For other waste not mentioned on page 1 or in the event that larger containers are required, please contact our approved waste disposal contractor at +49 89 949-24730 and ask for a special offer.
- 2.7 On the evening of each stand set-up and dismantling day, all waste must have been removed from the halls by 20:00.
- 2.8 The rental area is to be left in a swept and generally clean state at the end of the dismantling period. Adhesive tape and other debris are to be removed by the exhibitor himself or by a company appointed by him.

### 3 Waste disposal during the event

- 3.1 Gray waste sacks will be distributed during the event for any standard (non-production) waste generated on the stands. The sacks filled with waste must be deposited on the stand perimeter in the evenings (by 20:00). Important to note! No collection of waste is possible in the mornings! A fixed waste disposal fee per m<sup>2</sup> of exhibition space is charged for waste generated during the event, as specified in the Special Terms of Participation (B) applicable for the event. Any further questions you may have should be addressed to our Technical Exhibition Services Division (TAS).
- 3.2 Containers for food waste and old oil/fat are delivered to the outside of the halls following a request to this effect by telephone at +49 89 949-24730. Kindly contact our approved waste disposal contractor for this purpose in good time. All containers are equipped with rollers and can be moved by hand.

Item no.	Description	Price/container
30824	120 l container (can be located on stand area)	14.40 EUR

### 4 Billing of disposal services and other provisions

- 4.1 All prices stated are net and subject to statutory value-added tax.
- 4.2 The order placed via page 1 is binding. Services ordered will be billed to the exhibitor. Cancellation is possible free of charge up until 14 days prior to the date of delivery. Any cancellations made after this time will be billed at 50 % of the price. The full price will be charged if the services ordered are rejected upon their delivery.
- 4.3 The recipient of the bill is always the contractual partner (exhibitor) of Messe München GmbH. The bill cannot be addressed to a third party.
- 4.4 The exhibitor is obliged to pay the amount due without deduction immediately upon receipt of the bill. Messe München GmbH is entitled to demand advance partial payment of the services ordered. Messe München GmbH is not obliged to check the details stated for their correctness and completeness. Any doubt in this respect is the responsibility of the customer.
- 4.5 Messe München GmbH reserves the right to change its prices due to higher disposal costs.
- 4.6 The provision of items on a rental basis is for the agreed use and period only. The exhibitor is liable for any damage and/or loss. Any items that are not returned will be charged to the exhibitor at the cost of replacement. The repair cost of any damage will also be billed to the exhibitor insofar as no replacement is required.
- 4.7 Messe München GmbH's Technical Guidelines and its General Terms of Contract for Exhibitor Services apply additionally.
- 4.8 Waste stored by the exhibitor, his customers or persons appointed by him outside the area of the stand without any arrangements having been made for its disposal and waste left by the exhibitor on the grounds of Messe München GmbH after the designated stand dismantling period will be disposed of as mixed waste (loose quantities; item no. 30812) at a price of EUR 90 EUR/m<sup>3</sup> plus VAT, whereby a separate handling fee (item no. 30806) of EUR 70 plus VAT will be raised additionally. Each cubic metre or part thereof will be charged as 1 m<sup>3</sup>. The same applies to any adhesive tape or residue thereof that has not been removed from the hall floors by the end of the designated stand dismantling period.

Our approved waste disposal contractor Remondis GmbH & Co. KG can be contacted by telephone at +49 89 949-24730.



## Return to:

Messe München GmbH  
Hauptabteilung Technischer Ausstellerservice – Abteilung Verkehr und Sicherheit  
Messegelände | 81823 München | Germany  
Tel. +49 89 949-20720 | Fax +49 89 949-9723970  
vs@messe-muenchen.de

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

Mobile phone number of contact person for the duration of the trade fair

The aforementioned exhibitor herewith places the following irrevocable order for the rental of parking spaces for the above trade fair:

## Cars/Vans/Small trucks

In the event of parking spaces not being available at all or only in part in the preferred location, the order is deemed to have been placed for parking spaces in such locations as are available irrespective of whether an increase or decrease in the rental charge is payable as a result.

Number of vehicles	Item no.	Description	EUR <sup>1)</sup>
	40474	<b>Long-term parking permit</b> for the exhibition center parking garage (Paul-Henri-Spaak-Straße – maximum headroom 2 m)	8.40 <sup>1)</sup>
	40475	<b>Long-term permit</b> for outdoor exhibition area	6.72 <sup>1)</sup>
	40472	<b>Day voucher</b> for the exhibition center parking garage (Paul-Henri-Spaak-Straße – maximum headroom 2 m)	8.40 <sup>2)</sup>
	40473	<b>Day voucher</b> for outdoor exhibition area (only valid for visitor parking)	6.72 <sup>2)</sup>

<sup>1)</sup> plus VAT

<sup>1)</sup> Price per day per parking space (for the duration of the exhibition)

<sup>2)</sup> Price per parking space

The day parking voucher (visitors, customers or staff) is to be used as a means of payment at the cash desk or the pay machine.

## Trucks/Trailers

Parking category requested (subject to max. permissible vehicle weight in accordance with the German Highway Code), price per parking space for the entire duration of the fair

Number of vehicles	Item no.	Description	EUR/unit <sup>1)</sup>
	40476	<b>Parking category A</b> Up to 3.5 t (or trailer)	46.22
	40477	<b>Parking category B</b> 3,6 t to 7,5 t	75.63
	40478	<b>Parking category C</b> More than 7,5 t	117.65

<sup>1)</sup> plus VAT

### Requested form of supply/dispatch of parking permits:

- ☐ Dispatch by letter (for dispatch deadlines, see terms and conditions of parking, parking fees, art. 5)
- ☐ Collection on site (see Traffic Guide)
- ☐ Via registered mail/supply upon payment of enhanced handling fee of EUR 5.04 (item no. 40579).

In the event of fewer parking permits being available than the total number requested, the order is deemed to have been placed for the number of available permits.

Initial shipment of permits will be made at the earliest six weeks prior to the event via APCOA PARKING Deutschland GmbH. Inquiries concerning dispatch via telephone +49 89 949-28130

Payment is due to Messe München GmbH upon receipt of final invoice.

Place / date

Company stamp and legally binding signature of exhibitor



## ■ Terms & Conditions of Parking for Exhibitors

### ■ Rental contract – Office responsible for data protection

1. The object of this contract is the renting of parking spaces to the exhibitor (renter) in a multi-storey parking garage or other parking facility in the outdoor exhibition area of Messe München GmbH.
2. The contract comes about via the order placed by the renter and its acceptance by Messe München GmbH, whose acceptance can also take the form of the dispatch of the parking permits or the depositing of same for collection by the renter.
3. Guarding, supervision, safe custody and the provision of insurance protection are not objects of this contract. Even if the relevant personnel is present in the parking facility or the parking facility is observed with optical-electronic equipment (video surveillance), this is not connected with any assumption of safe-keeping duties or liability, above all not in respect of theft or damage. As far as video surveillance is concerned, the office responsible for this as defined by the BDSG (German Data Protection Act) is Messe München GmbH, Data Protection Officer, Messegelände, 81823 München, Germany, Tel. +49 89 949-20040, [datenschutz@messe-muenchen.de](mailto:datenschutz@messe-muenchen.de).

### ■ Parking fees – Rental period – Opening hours – Parking permits

1. The renting of parking spaces is only possible for the entire duration or for one day of the trade fair quoted in the order form (rental period). Entrance and exit are only possible during the opening hours indicated on site.
2. The renter has no claim to a specific parking space or a parking space in a specific parking facility.
3. The rental charge (parking fee) is determined by the number of days and the rental charge per parking space quoted in the order form.
4. The renter receives a non-transferable parking permit (code card or other authorized permit) for the rental period per rented parking space, which entitles the user to access the parking facility. The given holder of the parking permit is also entitled to use the given vehicle; Messe München GmbH is authorized but not obliged to verify this entitlement.  
The parking permit is – insofar as it is not a code card – to be placed inside the front windscreen in an easily readable position or – in the case of trucks/trailers – to be stuck on to the vehicle. The renter is advised to treat the parking permit with great care as the replacement of any lost permit is excluded.
5. In the event of the parking permits being dispatched at the request of the renter, the risk of loss of the given parking permits is transferred to the renter upon the supply of same to the dispatch company. Neither Messe München GmbH nor its contractual partner for the parking facilities assume any liability for the late receipt of parking permits (i.e. after commencement of the trade fair) if the parking permits were verifiably supplied to the dispatch company no later than seven working days within Germany, two weeks within the EU and six weeks outside the EU prior to the commencement of the trade fair.

### ■ Terms of usage

1. Vehicles may only be parked within the parking facility and on designated parking spaces. Should parking attendants be present, the renter is to park in the parking space he or she is allocated. If parking spaces are reserved for renters with special authorization (e.g. parking space reservations, handicapped persons), the renter is required to show this entitlement if asked to do so.
2. Vehicles may be driven no faster than walking pace in the parking facility.
3. In the parking facility, the following are not allowed:
  - the storage of objects and waste, notably fuels and flammable objects as well as empty fuel containers,
  - the disturbing of persons in the vicinity via the unnecessary running of engines and honking of vehicle horns,
  - the parking of vehicles with leaky fuel, oil, cooling water or air-conditioning tanks or of vehicles in an otherwise unfit state,
  - the usage of the parking facility for anything other than parking a vehicle, above all for camping purposes,
  - the repair or servicing of vehicles,
  - the polluting of the parking facility, notably by way of cleaning the vehicle, discharging radiator water, fuel or oil,
  - usage of roadways including entrances and exits by pedestrians unless no walkway or hard shoulder is available,
  - smoking and usage of fire,
  - the usage of bicycles, mopeds, inline skates, skateboards and other vehicles or similar equipment or parking of same in the parking facility,
  - the parking of such vehicles as require but do not have police authorization

- the affixing or distribution of company signs, flags, business cards or other promotional material.
4. In all other respects, the renter must abide by Messe München GmbH's house and usage rules, observe the instructions given by the relevant personnel as well as complying with the traffic signs and other signs on site.
  5. For all other purposes, the provisions of the German Highway Code apply accordingly.

### ■ Liability of Messe München GmbH – excess – exclusion periods

1. Messe München GmbH is liable for any personal damage (damage to life, body and health) which is attributable to a breach of duty for which Messe München GmbH, its legal representatives or its agents are responsible as well as for any other damage attributable to a wilful or grossly negligent breach of essential duties by Messe München GmbH, its legal representatives or its agents. Moreover, Messe München GmbH assumes liability merely for other damage attributable to the negligent breach of essential duties by Messe München GmbH, its legal representatives or its agents. In such cases, Messe München GmbH is only liable if the damage concerned is of a typical and not consequential nature and only up to an amount equivalent to the five-fold sum of the rental charge; this limitation of liability only applies vis-à-vis companies, legal entities subject to public law and special funds subject to public law.
2. Prior to leaving the parking facility, the renter is obliged to immediately notify the relevant personnel via the designated (emergency) intercom on the pay machine, exit facility or entrance gate of any obvious damage to his or her vehicle, and to give the staff concerned the opportunity of examining it. Should this be impossible or unreasonable for the renter, notification must be made in written form to Messe München GmbH within 14 days of the damage being incurred. In the case of damage being incurred that is not obvious, notification must be made in writing within 14 days of the damage being discovered (exclusion period). Should the renter violate his or her notification obligation as per the above section 1, all claims for compensation on the part of the renter are excluded unless the renter is not responsible for the violation concerned. This exclusion of liability does not apply if the renter incurs personal damage or the damage is attributable to Messe München GmbH's grossly negligent or wilful behaviour.
3. The above items 1 and 2 apply irrespectively of whether Messe München GmbH's liability arises from the rental contract or other legal grounds.

### ■ Liability of the renter

The renter assumes the liability for all damage incurred by Messe München GmbH or any third parties caused by his culpable behaviour or by that of his employees or persons accompanying him. Moreover, he assumes liability for any culpable soiling or polluting of the parking facility on his part.

### ■ End of contract – termination – cancellation – clearance

1. The contract ends at the same time as the end of the last day of the trade fair designated in the order form.
2. Either party is entitled to terminate the contract for good reason without giving notice. A good reason for Messe München GmbH is above all given if the renter repeatedly violates the terms of usage, despite being reminded of his duties in this respect, unless the renter is not responsible for the violation concerned.
3. Cancellation of contract on the part of the renter is only admissible if the declaration of cancellation is received at the very latest by 12:00 on the first day of the trade fair. Reimbursement of the rental fee depends on the prior return of the parking permits.
4. In the case of the violation of the terms of usage or its property rights, Messe München GmbH is entitled to have the vehicle towed away at the renter's expense. Messe München GmbH is further entitled to remove the vehicle from the parking facility in the case of imminent danger.

### ■ Place of jurisdiction

Insofar as the contracting parties are traders, legal entities under public law or special funds under public law, or at least one of the contracting parties has no general place of jurisdiction in the Federal Republic of Germany, or moves its domicile or usual place of residence out of the Federal Republic of Germany after the conclusion of contract, or in the case of whom its domicile or personal place of residence is unknown at the time legal action is taken, Munich is the agreed place of jurisdiction for all legal disputes arising from this contract. Alternatively, Messe München GmbH is also entitled to assert its claims vis-à-vis the other contracting party with such court as is competent for the place in which the other contracting party has its registered office or branch office.

## Return to:

Münchner Verkehrsgesellschaft mbH (MVG)  
MVG Großkundenvertrieb  
Emmy-Noether-Straße 2 | 80287 München | Germany  
Tel. +49 89 2191-2333/2331 | Fax +49 89 2191-2391  
Grosskundenservice@mvg.swm.de

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

## ■ Ordering Munich public transport (MVV) tickets

Quantity	Ticket	EUR/ticket	EUR in total
	Single Day Ticket, inner district	6.40	
	Single Day Ticket, entire network	12.40	
	Group Day Ticket, inner district	12.20	
	Group Day Ticket, entire network	23.20	
	IsarCard weekly ticket, circle 1–4 (inner district) Valid from: _____	21.10	
	MVV Event Ticket (Congress Ticket), inner district, 2 days	9.60	
	MVV Event Ticket (Congress Ticket), inner district, 3 days	13.20	
	MVV Event Ticket (Congress Ticket), inner district, 4 days	16.80	
	MVV Event Ticket (Congress Ticket), entire network, 2 days	18.00	
	MVV Event Ticket (Congress Ticket), entire network, 3 days	25.80	
	MVV Event Ticket (Congress Ticket), entire network, 4 days	33.60	
	Extra Ticket for 1 day (upgrade from inner district to entire network)	4.20	
	Flat shipping	10.00	

☐ Collection on

(Monday – Friday: 8.00 – 11.00, Monday – Thursday: 12.00 – 15.00)

☐ Dispatch to the above address

☐ Dispatch to the following address

Comments:

Inner District = covers the whole of Munich city and certain surrounding areas incl. exhibition center

Entire Network = is made up of the inner and outer districts, incl. airport

### Minimum purchase quantity:

50 tickets for MVV Event Tickets (Congress Ticket)

5 tickets for Single Day Ticket

5 tickets for Weekly Ticket

**Orders must be placed no later than three weeks prior to the commencement of the event.**

**A net invoice with the endorsement reverse charge isn't possible.**

Place / date

Company stamp and legally binding signature of exhibitor

## ■ Terms governing the ordering and purchase of MVV tickets by major clients

### ■ Single Day Ticket

1. Single day tickets are available for purchase for either the inner zone (white zone, circles 1 – 4) or the entire network.
2. Within its validity in terms of zone and period, the single day ticket entitles the user to make as many journeys as he/she wishes on all Munich public transport (MVV) services.
3. Single day tickets are valid from the point in time of validation through to 6:00 on the following day.
4. Single day tickets must be validated upon commencement of the first journey.

### ■ Group Day Ticket

1. Group day tickets are available for purchase for either the inner zone (white zone, circles 1 – 4) or the entire network.
2. Within its validity in terms of zone and period, the group day ticket entitles up to 5 adults to make as many journeys as they wish on all Munich public transport (MVV) services.
3. Group day tickets are valid from the point in time of validation through to 6:00 on the following day.
4. Group day tickets must be validated upon commencement of the first journey.

### ■ IsarCard weekly ticket

1. The IsarCard weekly ticket entitles the user to make as many journeys with as many breaks and changes as he/she wishes within the circles indicated on the ticket.
2. The price is based on the number of consecutive circles required (e.g. circles 1 – 4 for the central Munich area).
3. The IsarCard weekly ticket is principally transferable, but can be used by one person only.
4. The IsarCard weekly ticket is valid for seven consecutive days. In addition, it is valid beyond the last day of validity until 12 noon of the following day. Example: if your weekly ticket starts on a Wednesday, your ticket will be valid until 12 noon on Wednesday of the following week.
5. The IsarCard weekly ticket does not have to be validated upon commencement of the first journey.
6. Circles 1 – 4 correspond to the inner area of validity of the MVV Event Ticket (Congress Ticket) (= city area of Munich incl. exhibition center).

### ■ MVV Event Ticket (Congress Ticket)

1. Special MVV Event Tickets (Congress Tickets) are available for purchase, namely
  - for either the inner area or for the entire network and
  - for various periods (min. 2 days).
2. Within its validity in terms of zone and period, the MVV Event Ticket (Congress Ticket) entitles the user to make as many journeys as he/she wishes on all Munich public transport (MVV) services.
3. The MVV Event Ticket (Congress Ticket) is an offer for participants in congresses, conferences, seminars, meetings and similar events. **Conditional upon a minimum of 50 tickets being purchased** for the event concerned, it can be used by organizers – including their contractors – of the aforementioned events. The tickets may only be distributed to participants in such events and to the persons accompanying them. The direct purchase of MVV Event Tickets (Congress Tickets) by participants in the event is not possible.
4. Three children (aged 6-14) can travel with the holder of one ticket free of charge.
5. The MVV Event Ticket (Congress Ticket) must be validated upon commencing the first journey. The time of validation marks the commencement of the period of validity. From this point in time, the MVV Event Ticket (Congress Ticket) is valid for use on consecutive days for the number of days stated on it and through to 6:00 on the following day.
6. The MVV Event Extra Ticket, which must likewise be validated upon commencement of the first journey, is valid for use from the point in time of validation through to 6:00 on the following day. The MVV Event Extra Ticket is only valid for use in conjunction with the MVV Event Ticket (Congress Ticket), for which it was purchased as a supplement and upgrades the latter's area of validity from the

inner zone to the entire network for one day.

### ■ The following must be noted when ordering and paying for Munich public transport (MVV) tickets:

1. Orders for MVV tickets must be placed no later than three weeks prior to the commencement of the event with the following office:  
Großkundenvertrieb der Münchner Verkehrsgesellschaft (MVG)  
Emmy-Noether-Straße 2, 80287 München, Germany  
Tel. +49 89 2191-2333/2331, Fax +49 89 2191-2391,  
e-mail: Grosskundenservice@mvg.swm.de
2. The tickets are supplied on a commission basis and can be collected from MVG's sales office for major clients (MVG Großkundenvertrieb) or dispatched via registered parcel upon payment of a flat shipping charge.
3. For orders from other countries, payment is to be made in advance of shipment of the tickets and exclusively by way of bank transfer. The bank transfer costs are payable by the ordering party.
 

<b>Name of bank:</b>	<b>HypoVereinsbank München</b>
<b>Bank code:</b>	<b>700 202 70</b>
<b>Account number of bank:</b>	<b>91 600</b>
<b>Recipient of payment:</b>	<b>Münchner Verkehrsgesellschaft (MVG)</b>
<b>BIC:</b>	<b>HYVEDEMMXXX</b>
<b>IBAN:</b>	<b>DE33 7002 0270 0000 0916 00</b>
<b>Currency:</b>	<b>Euro</b>
<b>Address of bank:</b>	<b>Kardinal-Faulhaber-Str. 14</b>
<b>City in which bank is located:</b>	<b>München</b>
<b>Postcode of bank:</b>	<b>80333</b>
<b>Country in which bank is located:</b>	<b>Deutschland</b>
4. The ticket dispatch costs are payable by the ordering party (e.g. cost for insured registered parcel, a global flat shipping of 10,00 EUR.).
5. The distribution of all tickets to the participants is effected by the ordering party.
6. The ordering party may return such MVV Event Tickets (Congress Tickets) as have not been issued to MVG's sales office for major clients (MVG Großkundenvertrieb) after the event.
7. The ordering party may return such IsarCard week tickets as have not been issued to MVG's sales office for major clients (MVG Großkundenvertrieb) by no later than Tuesday of the respective week. Such IsarCard week tickets as are not returned by Tuesday of the respective week will be charged at their full price.
8. Payment of the tickets occurs via invoice following the return of the unused tickets or after receipt of final notification by the ordering party.
9. Reverse Charge can be found Art. 193 MwStSystRL. and Art 48 MwStSystRL.

### ■ Contact for ordering Munich public transport (MVV) tickets for major clients

Großkundenvertrieb der Münchner Verkehrsgesellschaft (MVG)  
Emmy-Noether-Straße 2, 80287 München, Germany  
Tel. +49 89 2191-2333/2331, Fax +49 89 2191-2391,  
e-mail: Grosskundenservice@mvg.swm.de

#### Opening hours:

Mon. – Fri. 8:00 – 11:00

Mon. – Thu. 12:00 – 15:00

#### How to get to the collection point for tickets

– underground train U 1 to Westfriedhof station, then approx. 5 minutes walk  
– trams 20/21 to Borstei stop, then approx. 5 minutes walk.

MVG's sales office for major clients (MVG Großkundenvertrieb) is located in building section C, 4th floor, room 59.

All MVV ticket prices include value-added tax at the reduced rate of 7% (pursuant to §12 sect. 2 subsection 10 UStG 1967).

For all other purposes, the conveyance of persons on Munich public transport (MVV) services is subject to the terms of the MVV public transport tariff in the version valid at the given time, details of which can be found at  
<http://www.mvv-muenchen.de/de/tickets-preise/befoerderungsbestimmungen/index.html>.

Submit in duplicate!

## Return to:

Messe München GmbH  
Hauptabteilung Technischer Ausstellerservice – Abteilung Verkehr und Sicherheit  
Messegelände | 81823 München | Germany  
Fax +49 89 949-9723970  
vs@messe-muenchen.de

## Contact and invoicing:

Veranstaltungsdienst (VD)  
Paul Mayr GmbH & Co. KG  
Messegelände | 81823 München | Germany  
Tel. +49 89 949-24500 | www.vd-mayr.de



Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

VD Mayr GmbH & Co. KG offers you herewith the following security service categories for the protection of your stand and exhibits displayed on it:

Category 1	EUR/hour.	Category 2	EUR/hour.
Special stand security service provided by qualified security personnel (primarily at night)	26,05 <sup>1)</sup>	Special stand security service provided by qualified security personnel with additional training (day and night service, daytime staff dressed in civilian business clothes on request)	27,35 <sup>1)</sup>

<sup>1)</sup>prices plus VAT; kindly consult page 2 for any surcharges that may be due.

The security service is generally provided up until the time the stand personnel or stand set-up/dismantling staff arrive. Should the security service be required to end prior to the arrival of stand personnel, please enter the time desired in the "End of Stand Security Period" column. Please note that only VDM, the security company

approved and appointed by Messe München GmbH, is authorized to provide special security services in accordance with the General Terms of Participation. The minimum period of deployment is 2.5 hours. No surcharges are raised for work on Sundays, public holidays or at night.

We wish to be provided with special stand security services on the following dates

Number	Security personnel Cat. 1	Cat. 2	Start of stand security period date / time	End of stand security period date / time	or arrival of stand personnel or stand set-up/dismantling staff
	<input type="checkbox"/>	<input type="checkbox"/>	From / (time)	to / (time)	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	From / (time)	to / (time)	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	From / (time)	to / (time)	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	From / (time)	to / (time)	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	From / (time)	to / (time)	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	From / (time)	to / (time)	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	From / (time)	to / (time)	<input type="checkbox"/>

Please state the name of the stand manager or other authorized person who can be contacted on the stand.

Name

mobile phone. no.

The dates and times specified above will be reserved by VDM. Changes to guarding times can only be made in writing.

The General Terms of Business of Veranstaltungsdienst **Paul Mayr GmbH & Co. KG** (hereinafter referred to as "the company") apply for the performance of contract.

Orderer (if different from the exhibitor)  
Street / P.O. Box / Country / Town / Postcode

For orders placed by third parties (e.g. stand-builders), the party placing the order is liable in cases where the acceptance of orders and/or costs is refused.

Place / date

Company stamp and legally binding signature of exhibitor



## ■ Surcharges

For short notice orders, the following surcharges will be raised per hour:

**8 – 3 days prior to start of stand security period: 15 %**

**2 – 0 days prior to start of stand security period: 25 %**

In the period during which the trade fair is closed (one hour after the end of the trade fair to one hour prior to the start of the trade fair), neither the exhibitor's staff nor any outside personnel appointed by him may stay at the stand, in the halls or on the exhibition grounds.

The fact that a security service is provided does not mean that the items under protection are insured.

Any contract concluded exists directly between the exhibitor and Messe München GmbH's contracting company. The specific terms of contract can therefore only be agreed between the exhibitor and Messe München GmbH's contracting company.

**The contractor is authorized to collect payment at the stand and will do so.**

## ■ General Terms of Business (I)

Commercial traders/Companies as customers

To the extent that we act on behalf of commercial traders and such customers as equate to commercial traders as defined in the law governing rights in respect of general terms of business, the following General Terms of Business apply:

1. For the purposes of carrying out the orders we accept, only such persons as are reliable are deployed. All orders are carried out using our technical expertise and experience. Special requests and instructions from the customer must be made in writing, as must any subsequent changes to the agreements made.
2. Complaints of any kind relating to the execution of a given order are to be submitted to the company management without delay so that corrective measures can be taken. Should the violations concerned be of such a significant nature that the purpose of the contract is put at risk, the customer is entitled to cancel the contractual relationship without notice, providing the company management has been notified in writing without delay and no corrective action is taken within the appropriate period of time set.
3. In cases of force majeure, the company is entitled to interrupt or appropriately amend the execution of orders to the extent that their execution is not possible. The customer is not obliged to pay the respective charges during the period of interruption in the execution of the given order.
4. The agreed remuneration is due without deduction immediately following completion of services rendered. In the case of cash collection services, the company is entitled to take the amount due to it by way of remuneration from the cash collected.
5. No amounts due may be offset against the remuneration claims of the company **nor is the customer entitled to assert his right to withhold payment to the extent that the claims concerned are neither undisputed nor court-approved.**
6. Notwithstanding its liability in accordance with § 276 Section 11 BGB (German Civil Code), the company is liable only for damage occurring due to the gross negligence of its management and/or senior staff.  
In all other cases, no liability for damage can be assumed.
7. The company has third-party liability insurance coverage with the following limits:
  - a) for damage to persons up to a maximum amount of EUR 2,000,000.
  - b) for damage to property up to a maximum amount of EUR 1,000,000.
  - c) for guarded items that are lost up to a maximum amount of EUR 500,000.
  - d) for financial losses up to a maximum amount of EUR 100,000.

It undertakes to maintain the coverage offered by its third-party liability insurance up to the limits detailed under points a) to d) and to provide evidence of the existence of the third-party liability insurance coverage if required to do so.

8. **Any right to claim against the company's third-party liability insurance lapses if the customer does not notify the company in writing without delay or, in cases where the given claim is rejected by the company and/or its insurance company, the claim is not legally asserted within a period of three months following its rejection.**
9. The customer may not himself employ personnel supplied by the company for similar purposes during the term of contract and for one year following the termination of contract.

10. The contract in respect of execution of the given order is binding for the company from the point in time at which the customer receives written confirmation of order. Any contractual agreement that has been concluded also applies to any legal successors the customer may have.

**Munich is the agreed place of fulfilment and court of jurisdiction.**

### Special agreements

#### Additional terms of deployment A

1. We would like to draw our customers' attention to the fact that the liability amounts set out in Section 7 of our General Terms of Business apply only for such claims as are supposedly attributable to the gross negligence of the company management or senior staff. As a rule, no insurance coverage exists for the items to be guarded simply because security service staff is deployed.
2. The customer is advised to take out insurance for the items to be guarded.
3. In the case of special security contracts, the customer is expected to ensure that particularly valuable items are not left open or unprotected in the area to be guarded, even if they are insured and security service staff is deployed; please take the necessary precautions. As far as exhibition stands are concerned, it is advisable to take the necessary steps to protect all goods and exhibits as far as possible – e.g. covering items, fixing them in place or fastening them together provides enhanced security. Under no circumstances should cash be left on the exhibition stand or in the area to be guarded, while any lockable rooms, cupboards, display cabinets and the like should be kept locked.
4. Any complaints or claims relating to our services should be reported to the relevant supervisor or manager without delay. Reports received too late or after the contract has been terminated can generally be neither accepted nor processed!

#### Additional terms of deployment B

1. Our staff is deployed mainly for just occasional, short periods in any given location and, as a result, is unable to familiarise itself to any extent with the specifics of the on-site facilities concerned. We would therefore ask all organizers to provide the security officer deployed by us with any instructions required. In the event that several security officers are deployed, we appoint a supervisor who is your contact for any instructions required.
2. In your capacity as customer or organizer, your right to give instructions is accepted unquestioningly by the staff we deploy to the extent that the instructions concerned remain within normal, reasonable bounds. Needless to say, you bear full responsibility for the instructions you give. We would however advise you, particularly in critical situations, to ensure your instructions are only passed on via the manager/supervisor in charge of the security service ordered.
3. Our employees are instructed by us to do all they can to support you with ensuring compliance with the regulations laid down by the police, the local administration department, the police fire service, the youth welfare office and other relevant authorities.  
Our aim is to keep our team as well informed as possible concerning regulatory compliance etc. and we are confident, in so doing, that many problems potentially impacting on the events can be avoided. Nevertheless, we must point out that neither our company nor our staff can be held responsible by the authorities for regulatory compliance. This is strictly a matter for the organizer, customer, etc.

#### Additional terms of deployment C

1. When placing the order, the customer decides on the number of security service staff required and, as such, is responsible for deployment planning. Any problems in terms of the provision of service arising from insufficient numbers of security service staff are therefore not the responsibility of the security service company.

The customer is solely responsible for compliance with and fulfilment of all conditions and regulations relevant to the venue of the given event.

In your capacity as customer, your right to give instructions is accepted unquestioningly by the staff we deploy to the extent that the instructions concerned remain within normal, reasonable bounds. Needless to say, you bear full responsibility for the instructions you give. We would however advise you, particularly in critical situations, to ensure your instructions are only passed on via the manager/supervisor in charge of the security service ordered and that these instructions are coordinated with him as required.

**Submit in duplicate!**

**Return to:**

Messe München GmbH  
Hauptabteilung Technischer Ausstellerservice  
Messegelände  
81823 München | Germany

**Contact and invoicing:**

Brink's Global Services Deutschland GmbH  
Cargo Terminal | Modul G.152.17 | Südallee  
85356 München | Germany  
Tel. +49 89 975 94296  
Fax +49 89 975 94299

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

We would like to use the strongroom and/or safe deposit boxes in Hall C3 and order herewith in compliance with the conditions listed on page 2 and the following fees a

We would like our valuables to be collected from the exhibition stand on the following day(s) – please check the appropriate box/es:

## ■ Users' ticket for the strongroom/ Safe deposit boxes

The insured value amounts to EUR

	Day ticket/EUR	Event ticket/EUR
<b>Category A</b> Value up to 250,000.00 EUR	<input type="checkbox"/> excl. VAT 79,83 incl. VAT 95.00	<input type="checkbox"/> excl. VAT 294,11 incl. VAT 350.00
<b>Category B</b> Value from 250,000.00 EUR to 5,000,000.00 EUR	<input type="checkbox"/> excl. VAT 100,84 incl. VAT 120.00	<input type="checkbox"/> excl. VAT 378,15 incl. VAT 450.00

### Collection and Delivery Service

Our optional collection and delivery service for your valuables is a new feature we are offering. On payment of a fee of EUR 25.00 (incl. VAT), our security staff will collect from your exhibition stand the valuables to be stored and return them to your stand the following morning. To take advantage of this service, you need a Category A or B user's ticket for the strongroom/safe deposit boxes. The maximum quantity is **five** cases, each additional case costs EUR 1.00. Times: 08:00 to 10:00, and 17:30 to 19:30. The collection/delivery of your valuables will be effected after consultation with Brink's Global Services Deutschland GmbH.

Please take note of the conditions listed on page 2.

Days
<input type="checkbox"/> Wednesday
<input type="checkbox"/> Thursday
<input type="checkbox"/> Friday
<input type="checkbox"/> Saturday
<input type="checkbox"/> Sunday
<input type="checkbox"/> Monday
<input type="checkbox"/> Tuesday

## ■ Attention – Deadline! (See page 2, item 2e)

We kindly ask for payment of user's ticket by February 7, 2016.

**Every exhibitor requires a user's ticket of his own for the strongroom, even if he is participating at the trade fair as an exhibitor on a joint stand. Exhibitors may use their strongroom user's ticket only for the storage of valuables of which they are the legal owners and which are exhibited exclusively at their own stands, or their own stand area within a joint stand.**

If we use safe deposit boxes, we also recognize the conditions for the allocation of safe deposit boxes (form 9.3) as binding.

Place / date

Company stamp and legally binding signature of exhibitor

## ■ Instructions and conditions

1. On presentation of the user's ticket the exhibitor may enter the strongroom as often as he wishes during the following opening hours.

Wednesday,	February 10, 2016	from 12:00 to 19:00
Thursday,	February 11, 2016	from 08:00 to 20:00
Friday,	February 12, 2016	from 07:30 to 10:00 + 17:00 to 19:00
Saturday,	February 13, 2016	from 08:00 to 10:00 + 17:00 to 19:00
Sunday,	February 14, 2016	from 08:00 to 10:00 + 17:00 to 19:00
Monday,	February 15, 2016	from 08:00 to 10:30 + 16:00 to 19:00
Tuesday,	February 16, 2016	from 08:00 to 12:00

It is not possible to enter the strongroom out of opening hours.

2. For safety reasons, valuables will be accepted and deposited under the following conditions only:

a) Any valuables to be stored must be deposited in locked containers (jewelry boxes etc.). Loose pieces of jewelry or inadequately packed goods cannot be accepted for storage.

b) Another company contracted by the Messe München GmbH will seal the containers handed over to them by the exhibitor under his supervision. The exhibitor then confirms the correct fixing of the seal on an accompanying form. On this form he also has to state the following particulars:  
name of firm, number and type of goods (cases, packages, etc.). VALUE OF CONTENTS = INSURED VALUE IN EUR. The exhibitor will receive a receipt for these valuables when handing in the declaration form and the sealed containers with valuables.

c) Valuables will be returned only on presentation of this receipt. On receiving his containers, the exhibitor must confirm the correctness of the procedure, i.e. that the seals are intact, by signing the accompanying form. If the exhibitor loses his receipt, he cannot rightfully assert any claims for compensation.

d) Valuables stored in the strongroom are covered by insurance. Brink's Global Services Deutschland GmbH assume liability, under a skeleton insurance policy and excess policy of 2 November 1990, issued by Lloyd's Underwriters London and other insurance companies, for loss or damage of valuables deposited in the strong-room and the safe deposit boxes in Hall C3 from February 10—16, 2016. This insurance does not cover loss or damage arising from or as a consequence of

d1) War, civil war, revolution, rebellion, insurrection, civil unrest, or hostile actions by or against a warlike power.

d2) Actual or attempted seizure, arrest, impoundment, confiscation (except by piracy), or consequences resulting therefrom.

d3) Mines, torpedos, bombs or other unmanned weapons of war.

d4) Nuclear reaction or radiation, or radioactive contamination, whether controlled or uncontrolled and irrespective of whether the damage was caused directly or indirectly, in the direct vicinity or at a distance, or fully or partially caused, contributed to, or intensified by the risk(s) insured by this policy, whereby direct damage by fire resulting from a nuclear reaction or nuclear radiation or radioactive contamination, subject to the above and all other insurance provisions, is covered by this policy.

d5) Breakage of statues, marble works of art, glassware, ornaments or similar fragile objects, unless as a result of fire, lightning, actual or attempted theft, cyclone, tornado, storm damage, earthquake, flooding, explosion, malicious damage, or the collision or overturning of means of transport. Since the insurance coverage is in force only during the period of storage in the strong room, we recommend exhibitors to take out insurance coverage for all risks outside the deposit in the strongroom. Please see the Terms of Participation A and B of Messe München GmbH, and the forms 17.1, 17.2 and 17.3 which are contained in this exhibitor services package.

### e) Strongroom reservation and payment.

**Please notify us forthwith of your strongroom requirements by returning this form (in duplicate), indicating the amount of the sum to be insured.**

**The usage fee for the strongroom/safe deposit boxes should be transferred by money order NLT February 7, 2016 to:**

Bank of America

**IBAN: DE88 5001 0900 0018 5490 39**

**BIC: BOFADEFX (for international transfers)**

Account holder: Brink's Global Services Deutschland GmbH

Purpose: Company name / Ref.: INHORGENTA MUNICH 2016

Category A and B user tickets for the strongroom/safe deposit boxes can be collected from the strongroom/safe deposit box counter in Hall C3 at the beginning of Inhorgenta.

- f) If collection and/or delivery of valuables directly from/to the exhibition stand is required, this service is available in consultation with Brink's Global Services Deutschland GmbH at the following times:

Wednesday,	February 10, 2016	from 12:00 to 19:00
Thursday,	February 11, 2016	from 08:00 to 20:00
Friday,	February 12, 2016	from 07:30 to 10:00 + 17:00 to 19:00
Saturday,	February 13, 2016	from 08:00 to 10:00 + 17:00 to 19:00
Sunday,	February 14, 2016	from 08:00 to 10:00 + 17:00 to 19:00
Monday,	February 15, 2016	from 08:00 to 10:30 + 16:00 to 19:00
Tuesday,	February 16, 2016	from 08:00 to 12:00

The required dates and times can be agreed at the strongroom/safe deposit box counter in Hall C3 at collection of the strongroom/safe deposit box user's card, together with payment of the fee of EUR 25.00 (incl. VAT) per collection/delivery cycle.

- g) Any legal disputes arising hereunder will be settled before a competent Munich court of law.

In so far as they are not in conflict with the above-mentioned conditions, the General German Forwarding Agents Regulations (Allgemeine Deutsche Spediteurbedingungen ADSp) will apply in supplement.

Any contract agreed is concluded directly between the exhibitor and Messe München GmbH's contracting company.



During Inhorgenta, Messe München GmbH will provide a limited number of safe deposit boxes for use by exhibitors. Usage of a safe deposit box is reserved to holders of strong-room user's ticket A or B (please note item 3a). These safe deposit boxes will be allocated by Brink's Deutschland GmbH during strongroom opening hours. They must be utilized in accordance with the Conditions for the Allocation of Safe Deposit Boxes. Safe deposit box keys will be issued against a cash deposit of EUR 150.00, which will be reimbursed after the deposit box has been properly emptied and the keys have been returned.

## Conditions for the Allocation of Safe Deposit Boxes

Safe deposit boxes will be allocated by Brink's Deutschland GmbH (Brink's) during the exhibition for storage of valuables which exhibitors wish to keep under protection in the strongroom under the following conditions:

### ■ 1. Usage period

- a) The safe deposit box will be allocated for the duration of Inhorgenta, and only in conjunction with strongroom user's ticket A or B (pls note 3.a). Even if the safe deposit box has been used over a number of fairs, this does not entitle the user to future allocation of a safe deposit box.
- b) Brink's shall be entitled to demand immediate clearance of the safe deposit box or effect this itself through forcible opening of the box if the exhibitor violates the stipulations in item 4 b).

### ■ 2. Lock and key regulations

- a) The safe deposit box is jointly kept under lock and key by the exhibitor and Brink's. It can be opened only by both parties jointly. It is jointly locked by the exhibitor and Brink's. It is the exhibitor's responsibility at all times to ensure that the safe deposit box is properly locked.
- b) The keys belonging to the safe deposit box will be handed out to the exhibitor against a deposit of EUR 150.00. They must be kept in a safe place. Brink's must be notified immediately in writing of any loss of these keys, even if only one of the keys is lost. Brink's will then have the lock changed.  
The exhibitor shall be liable for any costs and damages which are incurred as a result of a loss not being reported immediately or due to forcible opening of the safe deposit box, changing of the lock and of the keys.

### ■ 3. Brink's liability

- a) Brink's shall exercise the necessary care, but shall be liable only for gross negligence, loss and damage after forcible opening of the safe deposit box (except after 1 b) and 7 b), or in the case of fire or tap water damage). Brink's liability is restricted to the figure named in writing by the exhibitor prior to first use of the safe deposit box, providing this figure does not exceed EUR 511,291.88 (the maximum liability level).  
Since the exhibitor's identity does not have to be verified, damages cannot be claimed from Brink's or Messe München GmbH in the case of loss of the safe deposit box keys and/or of the strongroom user's ticket with subsequent improper use.
- b) The exhibitor must report any damage of the valuables kept in the safe deposit box prior to removing these valuables from the safe deposit box room.  
The exhibitor must substantiate the amount of damage. The exhibitor must confirm in writing that he or she has not taken out any other possibly appropriate insurance policy (non-insurance declaration).

### ■ 4. Responsibility for the contents of the safe deposit box

- a) Brink's shall have no knowledge of the safe deposit box's contents. The exhibitor must make sure that the safe deposit box's contents are not damaged due to sources of damage intrinsic in the stored objects themselves – such as dampness, rust, etc.
- b) The exhibitor must not use the safe deposit box for keeping hazardous – and especially inflammable – objects. The exhibitor shall be liable for any damage caused to Brink's or third parties as a result of improper use of the safe deposit box, even if the exhibitor was not aware of the hazardous nature of the deposited objects.

### ■ 5. Access

The authorized exhibitor shall have free access to the safe deposit box at any time during the general strongroom opening hours. A strongroom user's ticket specially issued by Brink's for this purpose will serve as proof of authorization. Admittance to the strongroom will not be granted to anyone who does not present such a strongroom user's ticket.

### ■ 6. Transfer of rights of use

The exhibitor cannot transfer his or her rights of safe deposit box use. Use of the safe deposit box by third parties is not permitted.

### ■ 7. Exhibitor's obligations at the end of the fair

- a) At the end of the fair, the exhibitor must empty the safe deposit box, return the keys handed out to him in undamaged conditions and fulfill any outstanding obligations resulting from the contractual relationship.
- b) If the exhibitor does not fulfill these obligations by 12:00 noon of the day after the fair is closed, then Brink's is entitled to open the safe deposit box at the exhibitor's expense without any prior court proceedings, this action being undertaken in the presence of a witness and with a record being drawn up. Brink's may then deposit the contents of the safe deposit box or, after a record has been drawn up and a period of three months has expired, realize the contents in accordance with the stipulations concerning realization of security in the German General Conditions for Forwarders (ADSp). Given the case, Brink's will utilize the proceeds from the realization to cover its outstanding claims from the contractual relationship and the costs of realization, and will credit any remaining balance of the proceeds to the exhibitor.
- c) Inasmuch as the depositing or realization of the contents is not possible, Brink's is entitled to destroy it after prior warning and drawing up of a record of the proceedings.

### Submit in duplicate!

#### Return to:

Messe München GmbH  
Technischer Ausstellerservice  
Messegelände | 81823 München | Germany

#### Contact and invoicing:

Gunnebo Deutschland GmbH  
Carl-Zeiss-Straße 8 | 85748 Garching | Germany  
Mr. Hans-Jürgen Matheisen  
Tel. +49 89 24416-3527 | Fax +49 89 9596-200  
info@gunnebo.de

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

Quantity	Model	Dimensions (h/w/d) mm		Volume capacity/l	Weight/kg	Prices
		External	Internal			
	<b>ST1-19/Resistance class 1</b> Steel cabinet with three-walled body and four-layer door with fire protective insulation to DIN 4102.	1200 / 700 / 620	1050 / 535 / 420	approx. 236	approx. 300	297.00 <sup>1)</sup> 205.00 <sup>2)</sup>
	<b>ST1-20/Resistance class 1</b> Steel cabinet with three-walled body and four-layer door with fire protective insulation to DIN 4102.	1500 / 850 / 620	1350 / 685 / 420	approx. 388	approx. 370	308.00 <sup>1)</sup> 205.00 <sup>2)</sup>
	<b>ST1-21/Resistance class 1</b> Steel cabinet with three-walled body and four-layer door with fire protective insulation to DIN 4102.	1850 / 850 / 620	1700 / 685 / 420	approx. 490	approx. 450	424.00 <sup>1)</sup> 240.00 <sup>2)</sup>
	<b>STM 10 or similar model</b> Two-walled steel cabinet, safety class B to VDMA with fire protective insulation to DIN 4102.	565 / 525 / 435	475 / 440 / 335	approx. 70	approx. 85	148.00 <sup>1)</sup> 81.00 <sup>2)</sup>
	<b>PI-90K/Resistance class 1</b>	775 / 500 / 480	675 / 400 / 320	approx. 87	approx. 178	173.00 <sup>1)</sup> 103.00 <sup>2)</sup>
	<b>PI-205K/Resistance class 1</b>	1130 / 600 / 560	1030 / 500 / 400	approx. 206	approx. 293	194.00 <sup>1)</sup> 143.00 <sup>2)</sup>

<sup>1)</sup> Rental fee/piece/EUR incl. 19 % VAT

<sup>2)</sup> Cost of carriage per piece, incl. 19 % VAT

The above-mentioned prices are valid for the whole duration of the fair.  
Orders will be accepted until reserves are exhausted.

Important: If the order is not placed **six weeks** prior to show opening, the production period may be too short for the model ordered. If this is the case, the contractor reserves the right to deliver a similar model.

Day of delivery

Day of return

The exhibitor will receive a receipt together with his rented safe. Any damage to safes, loss of keys, etc. will be recorded on this receipt upon its return (see Conditions of Hire).

Place / date

Company stamp and legally binding signature of exhibitor

## ■ Conditions of Hire

1. The prices indicated include delivery and collection at the stand and the rate of value-added tax valid at the time.
2. The rent is charged for the duration of the event, including the day of delivery. The hirer can withdraw 14 days before the beginning of the event at the latest. If the hirer withdraws later, the full rent will be charged. Invoices must be paid immediately upon receipt, without deductions, to the account indicated below. If the firm hiring out the safe has not received the invoiced amount by the beginning of the trade fair, this amount will be collected in cash at the stand during the trade fair.
3. Exhibitors are advised to insure the rented item as part of their exhibition insurance against theft.
4. Rented safes must be ready for collection at the end of the event and must under no circumstances be locked in the booths. All exhibits must be removed from the safe in good time. Upon collection, any items still inside the safe will be left at the stand at the hirer's risk. If they are lost, the safe rental firm is not liable in any way.
5. Munich is the place of performance for both parties; its courts shall have jurisdiction.
6. Any contract agreed is concluded directly between the exhibitor and contracting company of Messe München GmbH.

SEB Merchant Banking Frankfurt  
**IBAN** DE15 5122 0200 0032 1400 04  
**SWIFT / BIC** ESSEDEFFXXX

# Rental of Safes

## Dr. HEINDL TRESORE GmbH & Co. KG

# 9.5

Page 1 / 2

Submit in duplicate!

### Return to:

Messe München GmbH  
Technischer Ausstellerservice  
Messegelände | 81823 München | Germany

### Contact and invoicing:

DR. HEINDL TRESORE GmbH & Co. KG  
Laufamholzstraße 375  
90482 Nürnberg | Germany  
info@dr.heindltresore.de  
Fax +49 911 8010818

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

We hereby order for rental:

Quantity	Model	Security grade	Fire resistance	Dimensions (h/w/d) mm		Weight/ kg	Lock	Prices
				External	Internal			
	<b>Model 2 safe</b> Valuables protection cabinet with double-walled body and double-walled door	B to VDMA 24992	to DIN 4102	800 / 650 / 500	650 / 480 / 360	300	Double-bit security lock	360.00
	<b>Model 3 safe</b> Valuables protection cabinet with triple-walled body and quadruple-walled door	VdS I EURONORM	to DIN 4102	1200 / 700 / 550	1050 / 540 / 350	300	Double-bit security lock	400.00
	<b>Model 4 safe</b> Valuables protection cabinet with triple-walled body and quadruple-walled door	VdS I EURONORM	to DIN 4102	1500 / 850 / 620	1350 / 690 / 420	370	Double-bit security lock	420.00
	<b>Model 5 safe</b> Valuables protection cabinet with triple-walled body and quadruple-walled door	VdS I EURONORM	to DIN 4102	1850 / 850 / 620	1700 / 690 / 420	450	Double-bit security lock	530.00
	<b>Model 6 safe (two-door)</b> Valuables protection cabinet with triple-walled body and quadruple-walled door	VdS I EURONORM	to DIN 4102	1950 / 1260 / 620	1790 / 1150 / 420	500	Double-bit security lock	650.00

We offer the following additional options for safes:

Quantity	Description	Prices for inhorgenta
	Extra shelf	40.00
	Dual lock (combination and key)	90.00

All safes correspond to the VdS I security grade to EN 1143-1 (except for model 2 with security grade B to VDMA 24992). All prices are including delivery and collection, plus statutory value added tax.

### Contact person:

for trade fair coordination (incl. set-up and dismantling phase):  
Mr. Schmidt, Tel. +49 911 80108-44

Technical service during the trade show:

Mr. Götzl, hotline +49 175 5749996

Place / date

Company stamp and legally binding signature of exhibitor

## ■ Terms and Conditions of Rental

### Rental period

Rental fees are applicable for the duration of the fair and include free delivery and collection at the booth. The rented equipment is provided exclusively for the purpose and rental period agreed upon. The lessor is entitled to raise an additional rental fee, if the rented equipment is not returned immediately after expiration of the rental period.

### Payment and due date

The rental fees are due immediately without deductions at delivery to the trade fair.

### Delivery and Collection

Delivery: one day before the start of event, in the morning (no later than 11:00)

Collection: one day after termination of event, in the morning (as of 08:00).

The lessee undertakes to make the rented goods available ready for collection on the day after termination of event at the latest, and under no circumstances lock it in the booth cabin. All exhibits must be removed from the rental safe on time. At collection, any items still contained therein will be deposited at the booth at the risk of the lessee. Any liability for their loss on the part of the lessor is excluded.

### Liability and damages

The lessee is liable for damages to the rented equipment and for loss (e.g. safe key). This also applies if the booth is not manned. In case of the loss of one key, a replacement charge of EUR 150 plus VAT is due. Should both keys be lost, the lessee is liable for full reimbursement of the cost of the safe.

### Defects and substitute delivery

In case of force majeure, the lessor reserves the right to provide to the lessee equivalent or better substitute equipment instead of the ordered rental goods for the same price.

### Insurance

The rented equipment is not insured. It is recommended to insure the rental item for the duration of the event under the exhibition insurance.

### Cancellation of contract

Cancellation of an order is possible up to eight days prior to the start of the event; upon withdrawal at a later date, the full rental fee will be payable.

### Place of performance and jurisdiction

Munich is the place of performance and court of jurisdiction for the lessee and lessor. The laws of the Federal Republic of Germany shall apply, also for transactions with foreign customers.

The contract is concluded directly between the exhibitor and the contracting company of Messe München GmbH.

## Contact and invoicing:

One of the accredited contractors of Messe München GmbH listed below

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

Please pass on our order to the official forwarding agent of Messe München GmbH designated below:

☐ **Schenker Deutschland AG**  
 Messegelände, Tor 21 | 81829 München | Germany  
 Tel. +49 89 949-24300 | Fax +49 89 949-24339  
 www.dbschenker.com/de | fairs.muenchen@dbschenker.com

☐ **Kühne + Nagel (AG & Co.) KG**  
 Messegelände, Tor 21 | 81829 München | Germany  
 Tel. +49 89 949-24400 | Fax +49 89 949-24409  
 www.kuehne-nagel.com | exposervice.muenchen@kuehne-nagel.com

We require the following lifting gear as marked for loading/unloading or installing/dismantling our exhibits and exhibition objects:

		Max. unit weight	Date of use	Starting time of use	Duration of use
Fork lift truck	Lifting capacity t				
Mobile crane	Lifting capacity t				
Others					

The official forwarding agents have the sole right of forwarding freight on the exhibition site. This applies in particular to the use of fork lift trucks and mobile cranes. We are aware that we must expect considerable delay and higher costs for stand construction/dismantling if application for delivery/collection is submitted late.

## Storage of goods/products

	Collection date	Time	Number of packages/m <sup>3</sup>
Empties storage (see explanations on page 2)			
Full load storage (see explanations on page 2)			

An extract from the list of charges raised by forwarding agents can be found on page 2.

☐ I am an entrepreneur as defined by the UStG (Law on value-added tax) – see VAT no. in address field.

☐ I am not an entrepreneur as defined by the UStG.

Any contract agreed is concluded directly between the exhibitor and the official forwarding agent of Messe München GmbH designated above. We are familiar with the conditions of Messe München GmbH's accredited forwarding agents set out on page 2.

☐ Invoice address if deviating from that above

Ordering party (if deviating from the exhibitor) Street / P.O. Box

Postcode / Town / Country

Place / date

Company stamp and legally binding signature of exhibitor

## ■ Conditions of Messe München GmbH's accredited forwarding agents

a) The German General Conditions for Forwarders (ADSp) (latest version) shall apply for all orders to the official exhibition forwarding agents. The forwarding rates for trade fairs and exhibitions are available from the official forwarding agents listed and will be sent on request. German law shall prevail. Place of jurisdiction shall be Munich.

When ordering cranes and fork lift trucks it must be noted that the exhibition forwarding agents only assume liability within the scope of the ADSp. Exhibitors are therefore strongly advised to take out transport and installation insurance.

**The exhibitor shall have sole liability for all damage and consequential damage resulting from the incorrect specification of weights (individual weights).**

b) After award of the order, the official forwarding agents can in urgent cases act according to their discretion, while safeguarding the interests of the exhibitor, if there is no representative of the exhibitor on the stand. This shall also apply in the case of use of the cranes and fork lift trucks. This unordered work must be paid for in exceptional cases according to the forwarding rates if the intervention was necessary in the interest of the goods.

c) The liability of the official exhibition forwarding agents shall end with the placing of the exhibition goods in the exhibitor's stand even if the exhibitor or his representative is not present. In the case of return transport this shall not commence until the goods are actually collected from the stand even if the shipping documents have been issued previously at the office of the official forwarding agent. Storage will be undertaken by the official forwarding agent only if specially ordered and against payment.

d) Forwarding agent invoices are payable without deduction and immediately within ten days of the invoicing date. Since the invoices are usually for cash expenses, this payment deadline must be observed without fail.

Our accredited forwarding agents are entitled to collect payment of expenses and charges during the trade fair, at least in the form of a down payment.

## ■ Explanations

1. Only packages that are actually empty can be designated and charged as **empties**. Packaging material must be made available on the stand, of suitable type for transport and if necessary bundled together. The price applies only for empties. No liability is accepted for full goods left with empties.
2. All empties/packaging must be marked with the address of the company, hall and stand number, otherwise correct return cannot be guaranteed.
3. The use of lifting vehicles and rental cranes is permitted only in connection with the official exhibition forwarding agents. In special cases, an additional agreement with the Technical Exhibition Services Division of Messe München GmbH is necessary.
4. **The information on page 1 of this form is absolutely essential for proper processing of your order. Please fill this in carefully.**
5. Separate order by fax is required if the above-mentioned lifting devices are to be used on several days.

## ■ Extract

Extract from the official list of charges raised by forwarding agents applicable to the Messe München Exhibition Center		EUR
3.0 t fork-lift truck	per hour	105.00
5.0 t fork-lift truck	per hour	115.00
30 t mobile crane	per hour	180.00
40 t mobile crane	per hour	195.00
Empties storage	per package and m <sup>3</sup> or part thereof	44.50
Full load storage	per package and m <sup>3</sup> /100 kg or part thereof	62.00

(Subject to change)

Parts of half-hour periods of use will be rounded up to the full half hour and charged as such; travel time to and from the customer's site and set-up time for telescopic cranes count towards the duration of use and are charged as such. For equipment a minimum period of use of 1 hour will be charged; for empties a minimum of 2 m<sup>3</sup>, for full load storage a minimum of 2 m<sup>3</sup> or 200 kg (1 m<sup>3</sup> equals 100 kg).

## ■ Delivery of goods consignments

When you address goods consignments for delivery to your stand, we would ask you to include the following data on the consignment and/or inform your forwarding agent accordingly:

- Name of the event
- Hall (designation of hall: A, B or C and number of hall (1–6)) or in case of outdoor exhibition area (designation: F and block number (5–13))
- Stand number of your exhibition stand
- Name of exhibitor
- Messegelände /Willy-Brandt-Allee, 81829 München, Germany

**Please note that Messe München GmbH staff will not accept receipt of goods consignments intended for exhibition stands/third parties. This may only occur via the exhibitor himself or staff authorized by the exhibitor for this purpose.**

## ■ Overtime surcharges for staff

Period	%
Monday to Friday from 17:00–20:00	25
Saturday till 20:00	25
Monday to Saturday from 20:00	50
Sunday till 20:00	50
Sunday from 20:00, public holidays all day	100

All prices plus forwarding insurance/hook load insurance and statutory VAT.

**The full list of charges raised for the Messe München Exhibition Center are available from our service partners via the contact data stated overleaf.**

## ■ The accredited Messe München GmbH forwarding agents offer you the following consignment services:

- Acceptance of receipt and storage of goods consignments until such time as the staff setting up the stand arrive
- Delivery service to the stand
- Storage of empty packaging and delivery of same for stand dismantling purposes
- Storage of goods at close of event until shipping date

Further information on the services provided by the forwarding agents approved by Messe München GmbH are detailed on page 1 of this service form.

We advise our exhibitors not to deposit goods consignments in the halls or outdoor exhibition area unsecured during the set-up/dismantling periods. Security staff can be ordered via order form 9.1 if required.



## Contact and invoicing:

One of the accredited contractors  
of Messe München GmbH listed below

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

We herewith appoint the accredited Messe München contractor indicated below and would ask the order to be forwarded accordingly:



Material lift

☐ **Gardemann Arbeitsbühnen GmbH**  
Stahlgruberring 21 | 81829 München | Germany  
Tel. +49 2802 9490 | Fax +49 2802 949349  
Mobile +49 175 5801329  
info@gardemann.de | www.gardemann.de

☐ **Roggermaier Arbeitsbühnen**  
Benzstraße 10 | 85551 Kirchheim | Germany  
Tel. +49 89 905006-0 | Fax +49 89 905006-55  
Messe-Hotline +49 89 905006-25  
vertrieb@roggermaier.de | www.roggermaier.de

\*Rental price/EUR per day of consecutive rental period, plus VAT

We hereby order the following working platform(s):

Type/Working height	1-2 days*	from 3 days*	Set-up date/time Units from	til	Dismantling date/time Units from	til
Material lift up to 6.00 m	110.00	71.00				
Material lift up to 7.50 m	129.00	81.00				
Personnel lift up to 9.40 m	148.00	114.00				
Personnel lift up to 11.00 m	182.00	125.00				
Personnel lift up to 13.50 m	205.00	144.00				
Scissor-type platform up to 8.00 m	164.00	124.00				
Scissor-type platform up to 10.00 m	195.00	156.00				
Scissor-type platform up to 12.00 m	241.00	182.00				
Articulated boomlift up to 14 m	310.00	227.00				
Articulated boomlift up to 16 m	415.00	306.00				
Boomlift up to 16 m	415.00	306.00				
Boomlift up to 20 m	446.00	330.00				
Boomlift up to 22 m	466.00	348.00				
Boomlift up to 25 m	539.00	410.00				

If you require a working platform at short notice (delivery within four hours after receipt of the order), a transport surcharge of EUR 83.00 for every working platform delivered will be made. For the short-notice cancellation of equipment upon delivery, a charge of EUR 48.00 will be raised per item of equipment. Other types of equipment, special equipment, short deployments, etc. are available upon request.

Any contract concluded exists directly between the exhibitor and the contracting company of Messe München GmbH. The specific terms of contract can therefore only be agreed between the exhibitor and contracting company of Messe München GmbH.

**The contracting company is authorized to collect payment at the stand. Please note that payment can be made on site in cash, EC or by credit card upon delivery of the equipment. Alternatively, advance payment by bank transfer is possible; we do, however, require a copy of the bank transfer order.**

**Please note that only the working platforms/lifts offered by Messe München GmbH may be used at the exhibition center.**

Invoice recipient (if different from exhibitor)

Tel. no. of contact for inquiries during set-up/dismantling on site

Place / date

Company stamp and legally binding signature of exhibitor

## Contact and invoicing:

Hummel Möbelerleih GmbH  
Taxetstraße 3 | 85599 Parsdorf bei München | Germany  
Tel. +49 89 949-24930 | Fax +49 89 949-24933  
info@hummel-mietmoebel.de | www.hummel-mietmoebel.de  
Service office: Atrium, in front of Hall B3



Service quality tested  
as a service partner of  
Messe München International

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

We would be pleased to send you a quote. Kindly advise by entering the contact name and details in the box above – we will be glad to call you.

We herewith order the items listed below on the General Terms and Conditions quoted (kindly note that your signature is required on page 2). Please note! The prices quoted are net and subject to VAT. The prices apply only for standard laying. For any special laying (stairways, rooms, landings, etc.), the time and additional material required will be charged separately.

## Ribbed roll carpeting brand new

Quantity/m <sup>2</sup>	Description	Selection options	EUR/m <sup>2</sup>
m <sup>2</sup>	for sale, incl. laying work, plastic film covering and disposal	<input type="checkbox"/> silver <input type="checkbox"/> charcoal <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> red <input type="checkbox"/> green <input type="checkbox"/> beige <input type="checkbox"/> yellow	9.00

## Soft velvet roll carpeting brand new

Quantity/m <sup>2</sup>	Description	Selection options	EUR/m <sup>2</sup>
m <sup>2</sup>	for sale, incl. laying work, plastic film covering and disposal	<input type="checkbox"/> silver <input type="checkbox"/> charcoal <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> red <input type="checkbox"/> green <input type="checkbox"/> beige <input type="checkbox"/> yellow	10.25

## Primo flooring system

Quantity/m <sup>2</sup>	Description	EUR/m <sup>2</sup>
m <sup>2</sup>	Overall height 92–175 mm, ground clearance 52–120 mm, panels 500 x 500 mm incl. 2 covered cable ducts Ø 130 mm, antistatic, <b>fireproof to Class B1</b> ; Distributed load per panel 500 kg, lumped load (100 x 100 mm) 200 kg ( <b>100 % levelling capability with laser technology</b> )	up to 100 m <sup>2</sup> 25.50 from 100 m <sup>2</sup> 22.50

Additional equipment/services available on request (skirting board, wheelchair ramps, cable laying work, etc.)

## Recy flooring system

Quantity/m <sup>2</sup>	Description	EUR/m <sup>2</sup>
m <sup>2</sup>	Overall height 50 mm, ground clearance 39 mm/ panels 500 x 500 mm incl. 1 cable duct cover/ antistatic/ <b>fireproof to Class B1</b> ; Distributed load per m <sup>2</sup> 40 t, point load 100 kg/cm <sup>2</sup> ( <b>no levelling capability</b> )	15.50

Additional equipment/services available on request (skirting board, wheelchair ramps, cable laying work, etc.)

## Outdoor wood decking

Quantity/m <sup>2</sup>	Description	EUR/m <sup>2</sup>
m <sup>2</sup>	Outdoor timber deck, spruce/larch wood, longitudinally grooved, supporting structure on a gravel base; assembly, disassembly and taking back the deck is included in the service. ( <b>Note that the onus is on the customer to provide the gravel base</b> )	from 85.00

Additional equipment/services available on request (sections/facings/steps, etc.)

Please indicate exact size requirements in square meters as well as your choice of color and date/time for laying:

Length x width (meters)

Flooring to be laid by (date, time), at the latest

Other materials, colors, laminates or printed patterns available on request.

## ■ General Terms and Conditions

1. The rental object is only made available for the agreed purpose and for the agreed period. An extension of the rental period shall require the written consent of the rental company. The rental company is entitled to invoice an additional rental charge if the rental object is not returned by the agreed time.
2. The rental prices are calculated according to the duration of rental on the basis of the currently valid price list. The statutory VAT is to be added. For objects rented for a trade fair or exhibition the rental prices shall also include the costs for delivery and collection of the rental object within the exhibition grounds. In other cases the valid transport cost rates for delivery and collection of the rental object will be invoiced in addition to the rental price. Invoiced rental prices are payable in full without deduction. If no agreement is made to the contrary they are due on presentation of the invoice, at latest, however, on delivery of the rental object. Direct orders placed immediately before and during a trade fair are to be paid on award of the order. A collection charge of **EUR 15.00** will be made for foreign cheques. Charges for payments remitted abroad shall be borne by the hirer. If the hirer is in default of payment, interest on arrears amounting to five percent over and above the current discount rate of the Deutsche Bundesbank shall be charged. Should an invoice need to be re-issued due to false or incorrect data supplied by the exhibitor, the rental company is entitled to charge an administrative fee of EUR 50.00 plus VAT. This charge will be set off against the new invoice to be issued.
3. For loss or damage of the rental object compensation amounting to the cost of replacement may be claimed from the hirer or the cost of repair if this does not exceed the replacement value. Liability shall commence with the takeover of the rental object by the hirer and end with its collection by the rental company. In the case of objects rented for a trade fair, liability shall commence with delivery to the exhibition stand and end when it is collected from there. This shall also apply if the exhibition stand is not occupied. Liability shall end 24 hours after the end of the trade fair at the latest unless the rental object was not made available for collection or another collection date has been agreed. The rental company shall not be liable for damage to property or injury to persons in connection with the use of the rental object unless it is due to wilful action or gross negligence on the part of the rental company.
4. The rental object is not insured. Insurance of the rental object for the period of a trade fair, including the stand construction and dismantling period, is recommended.
5. All orders with no specified date will be delivered in good time so that the rental object is available at the start of the fair. After the end of the fair the rental object will be collected as quickly as possible. The hirer must make the rental object available for collection. If delivery or collection of the rental object is prevented by fault of the hirer, the rental company shall be entitled to charge for any additional expenditure incurred. Hirers collecting rental objects themselves are hereby notified that the objects may only be transported in suitable closed vehicles. In the event of default of payment the rental company reserves the right to refuse delivery of the rental object or to fetch back delivered objects at an earlier date.
6. Rental objects ordered in advance and reserved but not taken delivery of will be charged to the customer in full. If it is possible to rent them to someone else, the customer shall bear the costs incurred for delivery and collection and for any potential loss of rental fees. In cases of unforeseeable damage the rental company reserves the right to supply equivalent or better replacement objects in place of the ordered rental objects. No claims can be asserted as a result of such replacements.
7. Any complaints the hirer may have must be made within 24 hours of the items concerned having been delivered. Any complaints made after this time will not be accepted.
8. Place of performance and jurisdiction for the hirer and rental company shall be the registered office of the rental company. The laws of the Federal Republic of Germany shall apply even for transactions with foreign customers

**The contract shall exist directly between the exhibitor and the contracting company of Messe München GmbH.**

## ■ Method of payment

A surcharge of 30 % will be raised for orders submitted three days or less before the start of the trade show.

The invoiced amounts are generally payable prior to the start of the show, without any deductions.

### Please indicate your method of payment

☐ **Credit card**  
(Invoice original will be sent to you by mail)

☐ MasterCard ☐ Visa Card

\_\_\_\_\_  
Name of holder

\_\_\_\_\_  
Card number

\_\_\_\_\_  
Valid until

☐ **Advance bank transfer (following receipt of invoice) to the account below**

Bank: Stadtsparkasse München  
Bank code: 701 50 000 Account no.: 16-257677  
IBAN: DE26 7015 0000 0016 2576 77 SWIFT (BIC): SSKMDEMM

\_\_\_\_\_  
Place / date

\_\_\_\_\_  
Company stamp and legally binding signature of exhibitor

## Contact and invoicing:

BEKRA Hydrokulturen Vertriebs-GmbH Pflanzenservice  
Tegernseer Landstraße 61 | 82024 Taufkirchen / Munich | Germany  
Tel. +49 89 4313026 | Fax +49 89 4315045  
info@bekra.de | www.bekra.de  
Service office: Atrium, outside Hall B5

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

We herewith order on the rental terms quoted (kindly note that your signature is required on page 4):

## Rental Plants

Items marked with an **X** = suitable for outdoor use (not in winter)

Quantity	Item no.	Plant	Growth	Height in cm	EUR/unit
	10	Areca palm tree	Fronds, bushy	150	32.00
	20	Areca palm tree	Fronds, bushy	180	40.00
	30	Areca palm tree	Fronds, bushy	200	46.00
	40	Bamboo	<b>X</b>	160	32.00
	50	Bamboo	<b>X</b>	200	35.00
	60	Bamboo	<b>X</b>	250	42.00
	70	Chamaedorea	Fronds, bushy	100	27.00
	80	Box-tree – sphere	<b>X</b> Sphere shaped	Ø 40	27.00
	90	Box-tree – sphere	<b>X</b> Sphere shaped	Ø 60	32.00
	100	Box-tree – pyramid	<b>X</b> Pyramidal shaped	100	27.00
	110	Box-tree – pyramid	<b>X</b> Pyramidal shaped	130	35.00
	120	Chamaerops palm tree	<b>X</b> Small stem with fronds	180 – 200	50.00
	130	Chamaerops palm tree	<b>X</b> Stem with fronds	220 – 250	75.00
	140	Ficus benamina – tree	High stem	400 – 450	195.00
	150	Ficus benamina	Bush	120	18.00
	160	Ficus benamina	Bush	150	27.00
	170	Ficus benamina	Bush	180	31.00
	180	Ficus benamina	Bush	200	40.00
	190	Ficus "Amstel King"	Bush, longish leafs	150	27.00
	200	Ficus "Amstel King"	Bush, longish leafs	180	31.00
	210	Ilex – sphere	<b>X</b> High stem	180 / Ø 65	40.00
	220	Kentia palm tree	Fronds	180	38.00
	230	Laurel – sphere	<b>X</b> High stem	160/Ø 55	32.00
	240	Laurel – sphere	<b>X</b> High stem	200/Ø 50	40.00
	250	Laurel – pyramid	<b>X</b> Pyramidal shaped	150	32.00
	260	Laurel – pyramid	<b>X</b> Pyramidal shaped	170	38.00
	270	Laurel – hedge incl. container	<b>X</b> Hedge 100 x 40 cm	150	60.00
	280	Phoenix roebelenii palm tree	Stem with fronds	140	32.00
	290	Phoenix roebelenii palm tree	Stem with fronds	270	60.00

	300	Real yellowwood (podocarpus) in container, gray	Bonsai style	310	295.00
	310	Thuja – sphere	X High stem	180 / Ø 60	40.00
	320	Cypress - spiral	X Spiral shaped	160	32.00
	330	Cypress – spiral	X Spiral shaped	200	42.00

## Rental cover pot

Quantity	Item no.	Cover pot	Size / Ø in cm	Information	EUR/unit
	920	White	Ø – 40		6.00
	930	Color terracotta-impruneta	Ø – 60		7.50
	940	Gray	Ø – 50		7.50
	950	Black	Ø – 60		7.50
	960	Stainless steel	Ø 37/50		14.00

## Rental arrangements – complete

Quantity	Item no.	Complete arrangement	Height in cm	EUR/unit
	410	Floor container 40 x 40 cm / H 75 cm – with Chamaedorea	145	60.00
	420	Floor container 40 x 40 cm / H 75 cm – with box sphere	X 125	60.00
	430	Floor container 40 x 40 cm / H 75 cm – with box pyramid	X 150	60.00
	440	Floor container 40 x 40 cm / H 75 cm – with Phoenix palm tree	180	60.00
	450	Floor container 40 x 40 cm / H 75 cm – with Zamoculcas	130	60.00
	460	Floor container 40 x 40 cm / H 75 cm – with Ficus microcarpa	165	60.00
	470	Floor container 40 x 40 cm / H 75 cm – with Cypress spiral tree	X 200	60.00
	480	Floor container 30 x 30 cm / H 55 cm – with fern	75	40.00
	490	Floor container 30 x 30 / H 55 cm – with Sansevieria	115	40.00
	500	Floor container 30 x 30 / H 55 cm – with Ficus benjamina, bush	140	40.00
	510	Floor container 30 x 30 / H 55 cm – with Kentia palm tree	140	40.00
	520	Floor container 30 x 30 / H 55 cm – with orchid, white	120	45.00
	530	Floor container 30 x 30 cm / H 55 cm – with horsetail	125	85.00
	540	Floor container "Banana" 45 x 45 cm / H 55 cm – box tree – sphere	140	68.00
	550	Oblong container TRIO 100 x 32 cm / H 34 cm – with 3 bamboo bushes	X 160	110.00

## Purchase items – flowers, floral arrangements

Quantity	Item no.	Plant	Size / Ø in cm	Information	EUR/unit
	610	Potted plant arrangement, ceramic white, with flowering and green plants	Ø 20	e.g. for tables, showcases or counters	15.50
	620		Ø 30		26.00
	630		Ø 40		42.00
	640	Glass container arrangement with orchid, white	Ø 27/H 50	e.g. for counters	48.00
	710	Floral arrangement small	Ø 8 – 10/H 12 – 15	e.g. for bistro tables	8.50
	720	Floral arrangement counter	Ø 25/H 30 – 40	e.g. for counters	29.00
	730	Floral arrangement – small rectangular glass container, with calla, white	H 20/8 x 8	e.g. for small tables	16.00
	740	Floral arrangement – small rectangular glass container, with gerbera, e.g. red	H 20/8 x 8	e.g. for small tables	14.00
	750	Floral arrangement – small rectangular glass container with heliconia	H 25 – 30/8 x 8	e.g. for small tables	14.00
	760	Floral arrangement – large rectangular glass container, with Calla, white	14 x 14/H 40 – 50	e.g. for counters	42.00
	770	Floral arrangement – large rectangular glass container, gerbera e.g. red	14 x 14/H 40 – 50	e.g. for counters	36.00
	780	Floral arrangement – large rectangular glass container, with heliconia	14 x 14/H 40	e.g. for counters	36.00
	790	Floral arrangement – glass floor vase, with contents, e.g. calla, orange	H 70	e.g. on floor or counter	70.00

	800	Floral arrangement – large rectangular glass container, with orchid e.g. purple	14 x 14/H 40 – 50	e.g. for counters	42.00
	810	Floral arrangement - glass globe vase, with calla, white	Ø 24/H 20	e.g. for counters	68.00
	820	Fern	Ø 30 – 35		13.50
	830	Fern	Ø 40 – 45		18.50
	Z-010	Floral arrangement – small glass cube 8 x 8 cm, with white calla and "lucky bamboo"	8 x 8/H 25	e.g. for small tables	13.50
	Z-020	Floral arrangement – small glass cube 8 x 8 cm, with white roses	8 x 8/H 20	e.g. for small tables	12.50
	Z-030	Floral arrangement – small glass cube 8 x 8 cm, with strelitzia	8 x 8/H 25	e.g. for small tables	14.50
	Z-040	Floral arrangement – small glass cube 8 x 8 cm, with orange calla and sansevieria	8 x 8/H 25	e.g. for small tables	17.00
	Z-050	Floral arrangement – small glass cube 8 x 8 cm, with white rose in water	8 x 8/H 10	e.g. for small tables	7.50
	Z-060	Floral arrangement – small glass globe vase 12 cm, with white rose	Ø 12/H 11	e.g. for small tables	14.00
	Z-070	Floral arrangement – glass cointaner round 10 cm, with white orchid "medi"	Ø 10/H 20–25	e.g. for small tables	19.00
	Z-080	Floral arrangement – slate look cube 10 x 10 cm, with gerbera, e.g. pink, and grasses	10 x 10/H 15	e.g. for small tables	14.50
	Z-090	Floral arrangement – Small glass cube 10 x 10 cm, with white lilies and wite roses	10 x 10/H 30	e.g. for small tables or sideboards	21.50
	Z-100	Floral arrangement – glass cube 15 x 8 cm, with white calla and green carnations	15 x 8/H 25	e.g. for tables, sideboards, small counters	24.00
	Z-110	Floral arrangement – glass cube 15 x 8 cm, with red gerbera	15 x 8/H 20–25	e.g. for tables, sideboards, small counters	19.50
	Z-120	Floral arrangement – large glass cube 25 x 10 cm, with yellow calla and grasses	25 x 10/H 15–20	e.g. for tables, sideboards, counters	45.00
	Z-130	Floral arrangement – large glass cube 25 x 10 cm, with heliconia and horsetail	25 x 10/H 40	e.g. for counters	68.00
	Z-140	Floral arrangement – glass cube 20x20 cm, with orange calla and horsetail	20 x 20/H 40–50	e.g. for counters	79.00
	Z-150	Floral arrangement – glass bowl 24 cm, with white lilies and white roses	Ø 24/H 30–40	e.g. for counters	42.00
	Z-160	Floral arrangement - glass bowl 24 cm, with strelitzia and roses, orange	Ø 24/H 30–40	e.g. for counters	55.00
	Z-170	Floral arrangement – glass vase Ø 15/H 25 cm, with strelitzia and twigs	H approx. 60	e.g. for counters	49.00

Please contact us, we require an individual quotation for the following items:

- ☐ Individual floral arrangements
 ☐ Seasonal flowering potted plants
 ☐ Trough plants (for troughs already located on the stand)
- ☐ Complete layouts
 ☐ Bed planting, balcony boxes
- ☐ Other requests:

Please note that flower bouquets for special occasions should be ordered well in advance.

## ■ General Terms of Business

1. All prices are in euros and do not include statutory VAT. The rental prices are for the duration of the trade fair event. The rental price includes delivery and collection. The rental or purchase price is due on delivery without any deduction. In case of a special invoice agreement, the invoice amount is payable immediately without deduction. An additional one-off bank handling fee of EUR 15.00 (Europe) will be charged for invoices sent abroad. We reserve the right to demand advance payment in individual cases. Orders placed immediately before and during a trade fair are due for payment upon placement of the order concerned. If the paying party uses a special ordering system and an order or contract number is needed for payment/billing purposes, all the necessary details must be indicated when ordering. For subsequent alterations or rewriting of invoices due to incorrect, erroneous or incomplete details provided by the ordering party, a handling fee of EUR 5 will be charged.
2. The customer is liable in the event of damage or loss of rented items from their delivery to or transfer on the trade fair stand until their collection by the lessee. This also applies if the stand is not occupied. The rental items are not insured by the lessee. We recommend that you take out insurance cover (cf. form 17.1). Lost or damaged items will be charged for at their cost of replacement.
3. Cancellation of rental orders will only be accepted up to seven days prior to delivery. The full rental price is due in case of subsequent cancellation. If the customer refuses acceptance of purchase items ordered in advance, the full purchase price will be charged.
4. Rented goods are made available only for the purpose agreed upon for use during the trade fair event. For purchased cut flowers, the water should be changed every other day.
5. In case of force majeure, the lessee reserves the right to supply the renter with replacement items equivalent to or better than those ordered. No claims can be asserted in respect of such replacements.
6. Any complaints the customer may have must be lodged within 24 hours of the delivery of the items concerned. Complaints lodged thereafter will not be considered.
7. Place of jurisdiction and performance for both parties is the registered office of BEKRA Hydrokulturen Vertriebs-GmbH. The law of the Federal Republic of Germany applies.
8. The contract is concluded directly between the exhibitor and the contracting company of Messe München GmbH.

## ■ Method of payment

### We pay with credit card

☐ MasterCard ☐ Visa Card ☐ Diners Club Card ☐ AMEX Card

Name of holder

Card number

Card Validation Code (3- or 4-digit code on reverse)

Valid until

Orderer (if different from the exhibitor)

Contact

E-mail

Street / P.O. Box

Tel. with area code and ext.

Fax with area code and ext.

Country / Town / Postcode

Place / date

Company stamp and legally binding signature of exhibitor

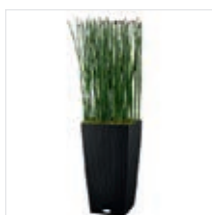


					
10/20/30 Areca palm tree	40/50/60 Bamboo	70 Chamaedorea	80/90 Box-tree – sphere	100/110 Box-tree – pyramid	120/130 Chamaerops palm tree
					
140 Ficus benjamina – tree	150/160/170/180 Ficus benjamina	190/200 Ficus "Amstel King"	210 Ilex – sphere	220 Kentia palm tree	230/240 Laurel – sphere
					
250/260 Laurel – pyramid	270 Laurel – hedge	280/290 Phoenix roebelenii palm tree	300 Real yellowwood (podocarpus)	310 Thuja – sphere	320 Cypress- spiral
<b>Cover pot</b>					
	920 Cover pot white	930 Cover pot terracotta color (impruneta)	940 Cover pot gray	950 Cover pot black	960 Cover pot stainless steel
<b>Rental arrangements – complete</b>					
	410 Chamaedorea compl. arrangement	420 Box sphere compl. arrangement	430 Box pyramid compl. arrangement	440 Phoenix palm tree compl. arrangement	450 Zamiculcas compl. arrangement
					
460 Ficus microcarpa compl. arrangement	470 Cypress - spiral compl. arrangement	480 Fern compl. arrangement	490 Sansevieria compl. arrangement	500 Ficus benjamina, bush compl. arrangement	510 Kentia palm tree compl. arrangement

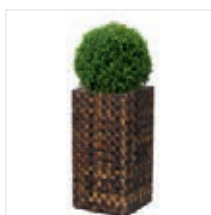
Purchase items –  
flowers, floral  
arrangements



520 orchid, white  
compl. arrangement



530 Horsetail  
compl. arrangement



540 "Banana" compl. arrangement  
with box sphere



550 3 bamboo bushes  
compl. arrangement



610/620/630 Potted plant  
arrangement (sample)



640 Potted plant, orchid,  
white



710 Floral arrangement  
small (sample)



720 Floral arrangement  
counter (sample)



730 Floral arr. - small glass  
cont., calla white



740 Floral arr. - small glass  
cont., gerbera red



750 Floral arr. - small glass  
cont. heliconia



760 Floral arr. - large glass  
cont., calla white



770 Floral arr. - large glass  
cont., gerbera red



780 Floral arr. - small glass  
cont., heliconia



790 Floral arr. - glass floor  
vase, calla orange



800 Floral arr. - large glass  
cont., orchid purple



810 Floral arr. - large glass  
globe, calla white



820/830 Fern



Z-010 Small glass cube,  
white calla



Z-020 Small glass cube,  
white roses



Z-030 Small glass cube,  
strelitzia



Z-040 Small glass cube  
orange calla



Z-050 Small glass cube,  
white rose



Z-060 Small glass globe  
vase, white rose



Z-070 Glass container  
round, white orchid



Z-080 Slate look cube,  
gerbera



Z-090 Small glass cube,  
white lilies and roses



Z-100 Glass cube, white  
calla, green carnations



Z-110 Glass cube,  
red gerbera



Z-120 Glass cube, yellow  
calla, grasses



Z-130 Glass cube, heliconia,  
horsetail



Z-140 Glass cube, orange  
calla, horsetail



Z-150 Glass bowl, white  
lilies and roses



Z-160 Glass bowl, strelitzia,  
orange roses



Z-170 Glass bowl, strelitzia,  
twigs

**Contact and invoicing:**

Planter's Punch GmbH  
Klausnerring 14 | 85551 Heimstetten | Germany  
Tel. +49 89 9006808-0 | Fax +49 89 9006808-9  
planter@planterspunch.de | www.planterspunch.de  
Service office on site: Atrium, in front of Hall B2

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

We herewith order the following on the rental terms quoted (kindly note that your signature is required on page 4).

Please note: kindly order vessels/cover pots for rental plants separately via page 2 of this form.

## Palms

Quantity	Plant	Height/cm	EUR/unit
	Areca palm with attractive, feathery fronds. Cover pot up to 45 cm. Suitable for indoors only.	150	32.00
		180	40.00
		210	48.00
		250	60.00
		300	70.00
	Kentia palm with delicate fronds. Cover pot up to 45 cm. Suitable for indoors only.	150	32.00
		180	40.00
		210	48.00
		250	59.00
		300	70.00
	Phoenix palm, graceful, mid-green palm fronds, should be freestanding. Cover pot 55 cm.	200	46.00
		250	58.00
		300	70.00
	Dracaena palm	150	25.00
		180	35.00
	Chamerops palm Sturdy palms, also suitable for outdoor use.	240	60.00
		400	190.00

## Broad-leaved/Woody Plants, Shrubs

Quantity	Plant	Height/cm	EUR/unit
	Ficus benjamina Evergreen classic with dense foliage. Cover pot up to 45 cm. Suitable for indoors only.	150	25.00
		180	35.00
		210	45.00
	Ficus allii with longish leaves. Cover pot up to 40 cm. Suitable for indoors only.	140	25.00
		180	35.00
	Box cone	80	20.00
		120	30.00
		150	50.00

Box sphere – best combined with the tall vessel Lechuza Cubico. Suitable for indoors and outdoors.	40	28.00
	60	35.00
	80	45.00
Box cone in the high vessel Lechuza Cubico	140	60.00
Laurel pyramid Attractive, dense foliage, suitable for indoors and outdoors. Cover pot up to 45 cm, from 230 cm, up to 60 cm high.	130	28.00
	180	40.00
	220	55.00
	250	70.00
Laurel high-stem	140	28.00
	180	42.00
	220	55.00
Bamboo Delicate, light green, suitable for indoors and outdoors. Cover pot up to 50 cm.	180	35.00
	220	42.00
	260	50.00
	300	55.00
Citrus tree With or without fruit depending on season, suitable for indoors and outdoors. Cover pot from 50 cm.	400	70.00
	140	35.00
	210	60.00
	240, big trunk	140.00
Olive tree From 200 cm in height, strong tree with attractive trunk and robust top. Suitable for indoors and outdoors. Cover pot from 50 cm.	140	25.00
	200	40.00
	250	80.00
	300	100.00
Hedge element	80 x 30	from 60.00
Thuja column on request, varies depending on season.	190	35.00

## ■ Cacti

Quantity	Plant	High in cm	EUR/unit
	Euphorbia cactus	150	45.00
	Echino cactus	40	25.00

## ■ Vessels/Cover Pots

Quantity	Plant	Size in cm	EUR/unit
	Lechuza Classico, matt silver	up to 43	8.50
		50–68	15.00
	Lechuza, white	up to 43	8.50
		50–68	15.00
	Lechuza Cubico, silver	75 x 40	25.00
	Cube, charcoal	40	12.00
		50	15.00
		60	25.00
	High vessel, charcoal	80 x 40	25.00
		120 x 30	25.00
	Terracotta, light/dark	up to 45	7.50
		50–68	15.00
	Lechuza Classico, charcoal	up to 43	8.50
		50–68	15.00
	Lechuza Cararo, charcoal	30 x 75	30.00
	Zinc vase	75 x 30	15.00
		95 x 40	20.00
	Illuminated vessel	150 x 63	40.00

## ■ Complete Arrangements – Rental Goods

Quantity	Complete vessels	Size in cm	EUR/unit
	Floor vessel 01* 75 x 30/H 50 cm – with sansevieria mikado	120	80.00
	Floor vessel 02* 75 x 30/H 50 cm – with spathiphyllum	130	55.00
	Floor vessel 03* 75 x 30/H 50 cm – with cherry laurel	120	50.00
	High vessel 04* 75 x 40 x 40 cm – with bamboo stems	220	45.00
	High vessel 05* 75 x 40 x 40 cm – with bamboo stems	220	45.00
	High vessel 06* 75 x 40 x 40 cm – with sansevieria mikado	150	80.00
	High vessel 07* 75 x 40 x 40 cm – with sansevieria mikado	150	80.00
	High vessel 08* 75 x 40 x 40 cm – with bushy box	100	45.00
	High vessel 09* 75 x 40 x 40 cm – with sansevieria laurenti	140	45.00
	High vessel 10* 75 x 40 x 40 cm – with spathiphyllum	140	45.00

	High vessel 11* 75 x 40 x 40 cm – with zamioculca	150	45.00
	High vessel 12* 75 x 40 x 40 cm – with areca palm	180	55.00
	High vessel 13* 75 x 40 x 40 cm – with euphorbia tirucalli	180	70.00
	Room divider 14* 100 x 30 cm – with bamboo stems	200	110.00

\*see illustrations on page 6

## ■ Lectern Arrangements

Quantity	Lectern arrangements	EUR/unit
	as agreed	from 100.00

## ■ Floor Vases

Quantity	Floor vases	EUR/unit
	arrangement as required	from 150.00

## ■ Table Arrangements for Bistro Tables

Quantity	Table arrangements	EUR/unit
	Table arrangement 01*, glass cube 10 x 10 cm, height 10 cm, white rose	10.00
	Table arrangement 02*, glass cube 10 x 10 cm, height 12 cm, gerbera	10.00
	Table arrangement 03*, glass cube 10 x 10 cm, height 20 cm, orange	15.00
	Table arrangement 04* white cube 10 x 10 cm, height 15 cm, tulips	15.00
	Table arrangement 05*, glass vase Ø 10 cm, height 10 cm, red rose	10.00
	Table arrangement 06* glass vessel, orange/black gravel, height 12 cm, gerbera	15.00
	Table arrangement 07*, glass vessel Ø 10 cm, calla + white gravel, blue thistle, height 15 cm	18.00
	Table arrangement 08*, glass cube 10 x 10 cm, yellow gerbera, white gravel, height 10 cm	12.00
	Table arrangement 09*, glass vessel Ø 10 cm red caribea, berries, green gravel, height 15 cm	25.00
	Table arrangement 10* glass vessel Ø 10 cm, yellow gerbera, natural gravel, height 12 cm	14.00

\*see illustrations on page 6

## ■ Large Table Arrangements

Quantity	Table arrangements	EUR/unit
	Table arrangement 11* white cube 12 x 12 cm, height 20 cm, white calla	18.00
	Table arrangement 12* glass vase, round Ø 17 cm, height 15 cm, orchid	25.00
	Table arrangement 13* white cube 12 x 12 cm, height 25 cm, caribea + gerbera	25.00



Table arrangement 14*	glass vase long 15 x 8 x 4 cm, height 15 cm, yellow calla	15.00
Table arrangement 15*	glass vase long 15 x 8 x 4 cm, height 15 cm, succulent + ranunculus	20.00
Table arrangement 16*	glass vase long 15 x 8 x 4 cm, height 20 cm, calla	20.00
Table arrangement 17*	glass cube 12 x 12 cm, height 20 cm, white calla	20.00
Table arrangement 18*	glass vase round Ø 15 cm, height 15 cm, rose	15.00
Table arrangement 19*	glass cube 15 x 15 cm, blue hydrangea, white roses, height 15 cm	20.00

\*see illustrations on page 7

## Counter Arrangements

Quantity	Counter Arrangements	EUR/unit
	Counter arrangement 01*, glass cube 15 x 15 cm, height 30 cm, orange	45.00
	Counter arrangement 02*, glass dish Ø 15 cm, height 20 cm, gerbera	30.00
	Counter arrangement 03*, glass dish Ø 20 cm, height 35 cm, white anthurium	60.00
	Counter arrangement 04*, glass dish Ø 20 cm, height 50 cm, white calla	45.00
	Counter arrangement 05*, glass vase Ø 15 cm, height 25 cm, strelitzia	30.00
	Counter arrangement 06*, glass vase Ø 15 cm, height 40 cm, caribea	30.00
	Counter arrangement 07*, glass vase, round Ø 17 cm, height 15 cm, orchid	20.00
	Counter arrangement 08*, glass cylinder Ø 18 cm, height 50 cm, caribea	45.00
	Counter arrangement 09*, glass cylinder Ø 24 cm, height 70 cm, caribea	60.00

Counter arrangement 10*	glass cylinder Ø 24 cm, height 70 cm, orchid	65.00
Counter arrangement 11*	glass cylinder Ø 24 cm, height 90 cm, calla + twigs	65.00
Counter arrangement 12*	glass cylinder Ø 24 cm, height 90 cm, ginger blossom + reeds, red	90.00
Counter arrangement 13*	white cube 15 x 15 cm, height 40 cm, yellow calla	45.00
Counter arrangement 14*	white cube 10x10 cm, height 40 cm, orchid	30.00
Counter arrangement 15*	white cube 15 x 15 cm, height 25 cm, orchid	45.00
Counter arrangement 16*	glass vase long 15 x 8 x 12 cm, orange calla, horizontal	55.00
Counter arrangement 17*	glass cube Ø 20 cm, height 40 cm, lilac calla, hydrangea, natural gravel	85.00
Counter arrangement 18*	glass cube 12 x 12 cm, height 70 cm, strelitzia, gerbera, orange gravel	70.00
Counter arrangement 19*	glass cube 45 x 15 cm, height 45 cm, white gerbera, green chrysanthemums	95.00
Counter arrangement 20*	glass cube Ø 20 cm, height 70 cm, strelitzia and lemons	70.00

\*see illustrations on page 7 and 8

## Floor Vases with Dried Floral Arrangements

Quantity	Floor arrangements	EUR/unit
	Floor arrangement 01*, Lechuza, woven 40 x 40 cm, height 140 – 160 cm	70.00
	Floor arrangement 02*, Lechuza, silver 40 x 40 cm, height 140 – 160 cm	70.00
	Floor arrangement 03*, Lechuza, silver, black twigs 40 x 40 cm, height 140 – 160 cm	70.00

\* see illustrations on page 8

Quantity	Floristics for	Color	Approx. price	Additional information
	Table			
	Counter			
	Floor			

Individual creations, plantings or floral arrangements on request.



Planting with asparagus falcatus, height approx. 45 cm – linear meter from EUR 80.00 (without plant box)



Planting with cyperus alternifolius, height approx. 50 cm – linear meter from EUR 80.00 (without plant box)

## ■ General Terms and Conditions of Business governing rental goods and floral decorations provided by Planter's Punch GmbH (valid at the Messe München GmbH exhibition grounds)

Rental goods are supplied for the duration of the trade fair event.

The prices include the cost of delivery and collection. The invoice amount is due for payment prior to or upon delivery of the rental goods. All items in the rental plants and vessels segment are provided on a rental basis and remain the property of Planter's Punch GmbH.

We reserve the right to make delivery subject to payment in advance or direct debit from a credit card, notably in the case of orders placed by customers based abroad.

The delivery of all orders made without stipulation of a delivery date and time occurs in a timely manner such that the rental goods are available to the customer at the start of the event. Cancellation is possible up to eight days prior to the agreed delivery date. The agreed rental/purchase price is charged in full thereafter. Such rental goods as are ordered in advance and reserved but not accepted by the hirer are to be charged in full to the latter.

Liability commences with the handing over of the rental goods to the hirer and finishes two hours after the official end of the event, in the absence of any agreement to the contrary.

The contractor must have unhindered access to the rental goods. Should access to rental goods be hindered, each additional journey made for this reason is to be charged separately. Complaints must be lodged within 24 hours of delivery. Complaints lodged after this time will not be accepted.

For damage to or loss of the rental goods, claims for the replacement value can be asserted against the hirer. In the case of force majeure, the lessor reserves the right to supply equivalent goods or goods of a higher value instead of those ordered. On cut flowers and small plants, seasonal variations may occur. The place of fulfilment and jurisdiction for both the hirer and the lessor is the location of the lessor's registered office.

The law of the Federal Republic of Germany applies for all transactions including those with foreign customers.

A flat supply charge of EUR 10 per order is raised for all orders under EUR 40.

Any contract agreed is concluded directly between the exhibitor and Messe München GmbH's contracting company.

**Kindly order cover pots for rental plants separately via this form on page 2 (vessels/cover pots). We would be pleased to give you a quote for the decoration, design or arrangement of your choice.**

**All prices listed on the order forms are net and subject to statutory VAT.**

Fax: +49 89 9006808-9  
E-Mail: planter@planterspunch.de

## ■ Method of payment

Orders payable via direct debit from a credit card

☐ MasterCard ☐ Visa Card ☐ AMEX Card

Name of holder

Card number

Card validation number (3- or 4-digit code on rear of card)

Valid until

Orderer (if different from the exhibitor)

Contact

VAT no.

E-mail

Street / P.O. Box

Tel. with area code and ext.

Fax with area code and ext.

Country / Town / Postcode

Place / date

Company stamp and legally binding signature of exhibitor

Kindly order cover pots for rental plants separately via page 2 of this form (vessels/cover pots).

## Palms



Areca palm



Kentia palm



Phoenix palm



Dracaena palm



Chamae palm

## Leafy shrubs



Ficus benjamina



Ficus allii



Box cone



Box sphere



Box cone  
in Lechuza Cubico



Laurel pyramid



Laurel high-stem



Bamboo



Citrus tree



Olive tree



Hedge element



Thuja column

## Cacti



Euphorbia cactus



Echino-Kaktus

## Cover pots/ Vessels



Lechuza Classico,  
matt silver



Lechuza, white



Lechuza Cubico,  
silver



Cube, charcoal



High vessel, charcoal



Terracotta, light/dark



Lechuza Classico,  
charcoal



Lechuza Cararo,  
charcoal



Zinc vase



Illuminated  
vessel



Rental goods –  
Complete vessels



Floor vessel 01  
75 x 30/H 50 cm –  
with sansevieria mikado



Floor vessel 02  
75 x 30/H 50 cm –  
with spathiphyllum



Floor vessel 03  
75 x 30/H 50 cm –  
with cherry laurel



High vessel 04  
75 x 40 x 40 cm –  
with bamboo stems



High vessel 05  
75 x 40 x 40 cm –  
with bamboo stems



High vessel 06  
75 x 40 x 40 cm  
with sansevieria mikado



High vessel 07  
75 x 40 x 40 cm  
with sansevieria mikado



High vessel 08  
75 x 40 x 40 cm  
with bushy box



High vessel 09  
75 x 40 x 40 cm  
with sansevieria laurenti



High vessel 10  
75 x 40 x 40 cm  
with spathiphyllum



High vessel 11  
75 x 40 x 40 cm  
with zamioculca



High vessel 12  
75 x 40 x 40 cm  
with areca palm



High vessel 13  
75 x 40 x 40 cm  
with euphorbia tirucalli



Room divider 14  
100 x 30 cm  
with bamboo stems

Purchase items  
– Floral arrange-  
ments for bistro  
tables



Table arrangement 01  
glass cube 10 x 10 cm,  
height 10 cm, white rose

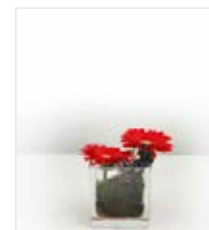


Table arrangement 02  
glass cube 10 x 10 cm,  
height 12 cm, gerbera



Table arrangement 03  
glass cube 10 x 10 cm,  
height 20 cm, orange



Table arrangement 04  
white cube 10 x 10 cm,  
height 15 cm, tulips



Table arrangement 05  
glass vase Ø 10 cm,  
height 10 cm, red rose



Table arrangement 06  
glass vessel with gravel,  
black+orange,  
height 12 cm, gerbera



Table arrangement 07  
glass vase Ø 10 cm, white  
calla+gravel, blue thistle,  
height 15 cm



Table arrangement 08  
white cube 10x10 cm,  
yellow gerbera, white  
gravel, height 10 cm



Table arrangement 09  
glass vase Ø 10 cm,  
red caribea, berries,  
green gravel, height 15 cm



Table arrangement 10  
glass vase Ø 10 cm,  
yellow gerbera, natural gra-  
vel, horsetail, height 12 cm

Purchase items –  
Large table  
arrangements



Table arrangement 11  
white cube 12 x 12 cm,  
height 20 cm, calla



Table arrangement 12  
glass vase round Ø 17 cm,  
height 15 cm, orchid



Table arrangement 13  
white cube 12 x 12 cm,  
height 25 cm, caribea +  
gerbera



Table arrangement 14  
glass vase, long 15 x 8 cm,  
height 15 cm, yellow calla



Table arrangement 15  
glass vase, long 15 x 8 cm,  
height 15 cm, succulent +  
ranunculus



Table arrangement 16  
glass vase, long 15 x 8 x  
4 cm, height 20 cm, calla



Table arrangement 17  
glass cube 12 x 12 cm,  
height 20 cm, white calla



Table arrangement 18  
glass vase, round Ø 15 cm,  
height 15 cm, rose



Table arrangement 19  
glass cube 15x15 cm  
height 15 cm, blue  
hydrangea, white roses

Purchase items –  
Counter



Counter arrangement 01  
glass cube 15 x 15 cm,  
height 30 cm, orange rose



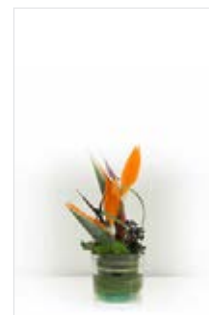
Counter arrangement 02  
glass dish Ø 15 cm,  
height 20 cm, gerbera



Counter arrangement 03  
glass dish Ø 20 cm,  
height 35 cm, white  
anthurium



Counter arrangement 04  
glass dish Ø 20 cm,  
height 50 cm, white calla



Counter arrangement 05  
glass vase Ø 15 cm,  
height 25 cm, strelitzia



Counter arrangement 06  
glass vase Ø 15 cm,  
height 40 cm, caribea



Counter arrangement 07  
white cube 12 x 12 cm,  
height 25 cm, calla + rose



Counter arrangement 08  
glass cylinder Ø 18 cm,  
height 50 cm, caribea



Counter arrangement 09  
glass cylinder Ø 24 cm,  
height 70 cm, caribea



Counter arrangement 10  
glass cylinder Ø 24 cm,  
height 70 cm, orchid



Counter arrangement 11  
glass cylinder Ø 24 cm,  
height 90 cm, calla + twigs



Counter arrangement 12  
glass cylinder Ø 24 cm,  
height 90 cm, ginger  
blossom + reeds, red



Counter arrangement 13  
white cube 15 x 15 cm,  
height 40 cm, yellow calla



Counter arrangement 14  
white cube 10x10 cm,  
height 40 cm, orchid



Counter arrangement 15  
white cube 15 x 15 cm,  
height 40 cm, orchid



Counter arrangement 16  
glass cube long 15 x 8 cm,  
orange calla, horizontal



Counter arrangement 17  
glass cube Ø 20,  
height 40 cm, lilac calla,  
hydrangea, natural gravel



Counter arrangement 18  
glass cube 12x12 cm,  
height 70 cm, strelitzia,  
gerbera, orange gravel



Counter arrangement 19  
glass cube 45 x 15 cm,  
height 45 cm, gerbera,  
white chrysanthemums



Counter arrangement 20  
glass cube Ø 20,  
height 70 cm, strelitzia and  
lemons

Rental goods –  
Floor vases  
with dried floral  
arrangements



Floor arrangement 01  
Lechuza, woven 40 x 40 cm,  
height 140 – 160 cm



Floor arrangement 02  
Lechuza, silver 40 x 40 cm,  
height 140 – 160 cm



Floor arrangement 03  
Lechuza, silver,  
black twigs 40 x 40 cm,  
height 140 – 160 cm

Submit in duplicate!

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

## ■ Order: Screening for light domes

In the name and on behalf of the above-mentioned exhibitor, we herewith order in accordance with the terms of delivery and prices:

Quantity	Item no.	Screening for light domes	EUR/unit
	30420	Screening for light domes	87.50

Messe München GmbH's General Terms of Contract for Exhibitor Services apply additionally.

Please note:

The light domes requiring screening must be located above the stand area rented by the given exhibitor.

The screening work must be completed on

Place / date

Company stamp and legally binding signature of exhibitor

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

The General Terms of Contract for Exhibitor Services of Messe München GmbH apply additionally.  
We herewith order on behalf and by order of the above-mentioned exhibitor, subject to acceptance of the terms of supply and prices:

## ■ Early move-in period subject to a charge

Hall(s)	Item no.	Dates available	EUR/day
all halls	00580	05.02.2016	250.00

Order: Date from \_\_\_\_\_ to \_\_\_\_\_  
Number of days: \_\_\_\_\_

## ■ Early move-in period free of charge

Hall(s)	Item no.	Dates available	EUR/day
all halls	00580	06.02.2016	free

Order: Date from \_\_\_\_\_ to \_\_\_\_\_  
Number of days: \_\_\_\_\_

## ■ Important to note

To qualify for early move-in to set up your stand, the following requirements must be met:

- stand size of 50 m<sup>2</sup> and more
- punctual ordering of the technical services required (such as electricity, water, suspension units, etc.).
- plan approval of your stand by the Technical Exhibition Services Division of Messe München GmbH.

Please note that you are likely to have to contend with disruptions (e.g. installation and partition setup work conducted by Messe München GmbH) during early move-in.

Early stand setup work may only be conducted within the confines of the rented stand space.

Orders may only be placed for consecutive days prior to the official stand setup period.

Access to the exhibition center is via gate 21.

During the early move-in period, the halls are open from 08:00 to 20:00.

Kindly pass this information on to your stand construction company/staff.

**The cost incurred will be charged to the exhibitor with the final invoice.**

Place / date

Company stamp and legally binding signature of exhibitor

### Contact and invoicing:

Hummel Möbelerleih GmbH  
 Taxetstraße 3 | 85599 Parsdorf bei München | Germany  
 Tel. +49 89 949-24930 | Fax +49 89 949-24933  
 info@hummel-mietmoebel.de | www.hummel-mietmoebel.de  
 Service office: Atrium, in front of Hall B3



Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

We herewith order on the rental terms quoted (kindly note that your signature is required on page 12):

## ■ Seating

Quantity	Item no.	Description	Selection options	EUR/unit
	111	Armchair "Rondo", fabric leather	<input type="checkbox"/> white <input type="checkbox"/> black	68.00
	113	Armchair "Well", chromium frame, fabric upholstery	black	64.00
	114	Armchair "Ro", gray metal frame, fabric upholstery	<input type="checkbox"/> gray <input type="checkbox"/> black	92.00
	115	Armchair "Laja", white aluminum frame, plastic seat shell with fabric seat cover	<input type="checkbox"/> gray <input type="checkbox"/> red	89.00
	120	Chair "Bonni", chromium frame, seat and back in plastic	white	15.50
	121	Armchair "Bonni", chromium frame, fabric upholstery	<input type="checkbox"/> red <input type="checkbox"/> blue <input type="checkbox"/> black	26.50
	123	Stool "Mambo", height-adjustable metal frame, translucent plastic seat	<input type="checkbox"/> red <input type="checkbox"/> blue <input type="checkbox"/> transparent	39.50
	124	Stool "Plastic", polyethylene	<input type="checkbox"/> red <input type="checkbox"/> blue <input type="checkbox"/> silver	19.50
	190	Stool "TX", matt finish chromium frame, synthetic leather upholstery	<input type="checkbox"/> white <input type="checkbox"/> black	38.50
	125	Chair "Bonni", chromium frame, fabric upholstery	<input type="checkbox"/> red <input type="checkbox"/> blue <input type="checkbox"/> black	21.50
	126	Chair "Wood", chromium frame, beech seat shell	<input type="checkbox"/> natural <input type="checkbox"/> white <input type="checkbox"/> black	22.00
	130	Chair "Noa", white metal frame, plastic seat shell, upholstery fabric	gray	40.00
	131	Chair "Vitra.03", gray metal frame, plastic seat	black	66.50
	132	Chair "Hoop", chromium frame, plastic seat shell	<input type="checkbox"/> red <input type="checkbox"/> blue <input type="checkbox"/> white <input type="checkbox"/> charcoal gray	33.00
	133	Chair "Gliss", chromium frame polypropylene seat shell	<input type="checkbox"/> red <input type="checkbox"/> white <input type="checkbox"/> black	38.00
	134	Chair "Catifa", chromium frame, seat shell in plastic	white	35.00
	135	Chair "Felix.3", white metal frame, plastic seat shell	white	34.50
	136	Chair "Kuada", matt-finish chromium frame, plastic seat shell	<input type="checkbox"/> red <input type="checkbox"/> opal	28.00
	136	Chair "Kuada", chromium frame, plastic seat shell	white	28.00
	138	Chair "Body to Body", chromium frame, plastic seat shell	<input type="checkbox"/> white <input type="checkbox"/> translucent-red <input type="checkbox"/> translucent-blue	30.00
	139	Armchair "Jet", plastic	<input type="checkbox"/> white <input type="checkbox"/> black	48.00
	140	Chair "Panton", polypropylene	<input type="checkbox"/> red <input type="checkbox"/> white <input type="checkbox"/> blue	42.00
	141	Armchair "Fjord", chromium frame, polypropylene seat shell white, fabric upholstery	<input type="checkbox"/> red <input type="checkbox"/> black	95.00
	143	Backless bench "Sidus", plastic	<input type="checkbox"/> white <input type="checkbox"/> black	59.50
	144	Armchair "Nami", chromium frame, polypropylene seat	<input type="checkbox"/> white <input type="checkbox"/> black	43.50
	147	Chair "Cloud", aluminum frame, plastic seat	<input type="checkbox"/> red <input type="checkbox"/> charcoal gray <input type="checkbox"/> blue	33.50

148	Armchair "PoppyStar", thermoplastic	<input type="checkbox"/> red <input type="checkbox"/> blue <input type="checkbox"/> black <input type="checkbox"/> light gray <input type="checkbox"/> cream	28.50
149	Chair "Breeze", aluminum frame, plastic seat and back	<input type="checkbox"/> blue <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> black <input type="checkbox"/> gray	32.00
150	Chair "Kicca", chromium frame, plastic seat shell	<input type="checkbox"/> white <input type="checkbox"/> black <input type="checkbox"/> gray <input type="checkbox"/> orange <input type="checkbox"/> green <input type="checkbox"/> red	31.00
151	Chair "Tweet", chromium frame, plastic seat shell	<input type="checkbox"/> white/red <input type="checkbox"/> white/gray <input type="checkbox"/> white/orange <input type="checkbox"/> white/green <input type="checkbox"/> white/black	31.00
152	Bench "Ikon", white polypropylene frame, polypropylene seat	white	78.00
152	Bench "Ikon", black polypropylene frame, polypropylene seat	black	78.00
153	Armchair "Tweet", black metal frame, plastic seat shell	white/black	39.00
154	Chair "Volt", polypropylene	<input type="checkbox"/> blue <input type="checkbox"/> white <input type="checkbox"/> charcoal gray <input type="checkbox"/> red	25.00
155	Armchair "Volt", polypropylene	<input type="checkbox"/> blue <input type="checkbox"/> white <input type="checkbox"/> charcoal gray <input type="checkbox"/> red	32.00
156	Chair "Verge", wooden frame, SKY seat shell	white	47.00
157	Chair "About A Chair", natural oak frame polypropylene seat	<input type="checkbox"/> white <input type="checkbox"/> gray <input type="checkbox"/> black	48.00
158	Armchair "Pass", white metal frame, fabric upholstery	<input type="checkbox"/> blue <input type="checkbox"/> red	95.00
158	Armchair "Pass", black metal frame, fabric upholstery	charcoal gray	95.00
159	Armchair "Log", fabric upholstery	gray	75.00
160	Stool "Sat", with desktop, plastic body	<input type="checkbox"/> white <input type="checkbox"/> light gray	67.00
161	Chair "Babila", chromium frame, plastic seat shell	white	31.00
176	Folding chair "Pocket", gray metal frame, plastic seat and back	<input type="checkbox"/> blue <input type="checkbox"/> white <input type="checkbox"/> charcoal gray	14.00
183	Chair "Platero", aluminum frame, aluminum seat and back		23.00
184	Armchair "Cuba", aluminum frame, wicker seat and back	<input type="checkbox"/> black <input type="checkbox"/> blue	30.00

## ■ Bar stools

Quantity	Item no.	Description	Selection options	EUR/unit
	409	Bar stool "Coma", aluminum frame, seat polypropylene	<input type="checkbox"/> red <input type="checkbox"/> black <input type="checkbox"/> white <input type="checkbox"/> orange <input type="checkbox"/> green <input type="checkbox"/> blue	49.00
	410	Bar stool "Miura", polypropylene	<input type="checkbox"/> red <input type="checkbox"/> black <input type="checkbox"/> white <input type="checkbox"/> orange <input type="checkbox"/> blue <input type="checkbox"/> light blue <input type="checkbox"/> light green <input type="checkbox"/> dark red	39.50
	411	Bar stool "Rio" with back rest, chromium frame, fabric upholstery	<input type="checkbox"/> blue <input type="checkbox"/> black	31.00
	412	Bar stool "Move", swivel seat, chromium frame, leather upholstery	<input type="checkbox"/> black <input type="checkbox"/> red	43.00
	414	Bar stool "Bilbao", aluminum frame, beechwood seat	natural	40.50
	415	Bar stool "Kuadra", matt-finish chromium frame, plastic seat shell	white	39.00
	415	Bar stool "Kuadra", white metal frame, plastic seat shell	white	39.00
	416	Bar stool "Z", chromium frame, synthetic leather upholstery	<input type="checkbox"/> white <input type="checkbox"/> black <input type="checkbox"/> natural beech	25.00
	417	Bar stool "Kicca", chromium frame, polypropylene seat shell	<input type="checkbox"/> black <input type="checkbox"/> white <input type="checkbox"/> gray <input type="checkbox"/> orange <input type="checkbox"/> green <input type="checkbox"/> red	49.00
	418	Bar stool "Malaga", aluminum frame, aluminum seat and back		30.00
	419	Bar stool "Gliss", white metal frame, plastic seat shell	white	49.00
	419	Bar stool "Gliss", chromium frame, plastic seat shell	white	49.00
	420	Bar stool "Cube", matt-finish chromium frame, synthetic leather upholstery	<input type="checkbox"/> white <input type="checkbox"/> black <input type="checkbox"/> dark brown	51.00
	421	Bar stool "Bitter", aluminum frame, aluminum seat		46.00
	422	Bar stool "Volt", polypropylene	<input type="checkbox"/> white <input type="checkbox"/> blue <input type="checkbox"/> charcoal gray <input type="checkbox"/> red	43.00



	423	<b>Bar stool "Noon"</b> , chromium frame, height-adjustable, technopolymer seat	<input type="checkbox"/> red <input type="checkbox"/> charcoal gray <input type="checkbox"/> cream	69.00
	424	<b>Bar stool "Hoop"</b> , chromium frame, plastic seat shell	<input type="checkbox"/> white <input type="checkbox"/> blue <input type="checkbox"/> red <input type="checkbox"/> charcoal gray	49.00
	425	<b>Bar stool "TX"</b> , matt-finish chromium frame, synthetic leather seat	<input type="checkbox"/> white <input type="checkbox"/> black	51.00
	426	<b>Bar stool "Stella"</b> , chromium frame, molded wood seat	<input type="checkbox"/> blackwood <input type="checkbox"/> moccawood	68.00
	427	<b>Bar stool "Mambo"</b> , height-adjustable, metal frame, translucent, plastic seat	<input type="checkbox"/> red <input type="checkbox"/> blue <input type="checkbox"/> lucent	72.00
	428	<b>Bar stool "Breeze"</b> , aluminum frame, plastic seat and back	<input type="checkbox"/> blue <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> black <input type="checkbox"/> gray	44.00
	429	<b>Bar stool "Lem New"</b> , white metal frame, height-adjustable, seat	<input type="checkbox"/> beech white <input type="checkbox"/> fabric blue <input type="checkbox"/> fabric red <input type="checkbox"/> fabric orange <input type="checkbox"/> fabric light green <input type="checkbox"/> fabric dark green <input type="checkbox"/> fabric purple	72.00
	429	<b>Bar stool "Lem New"</b> , black metal frame, height-adjustable, beechwood seat, black		72.00
	429	<b>Bar stool "Lem"</b> , matt-finish chromium frame, height-adjustable, beechwood seat	<input type="checkbox"/> white <input type="checkbox"/> black <input type="checkbox"/> natural <input type="checkbox"/> walnut <input type="checkbox"/> fabric black	72.00
	430	<b>Bar stool "Leo"</b> , aluminum frame, leather seat	<input type="checkbox"/> white <input type="checkbox"/> black	58.00
	431	<b>Bar stool "Tweet-Black"</b> , black metal frame, polypropylene seat shell	white/black	49.00
	433	<b>Bar stool "About A Stool"</b> , natural oak frame, seat polypropylene	<input type="checkbox"/> white <input type="checkbox"/> black <input type="checkbox"/> gray	49.00
	434	<b>Bar stool "Tweet"</b> , chromium frame, seat polypropylene	white/black	44.00

## ■ Tables

Quantity	Item no.	Description	Selection options	EUR/unit
	200	<b>Table "70/70"</b> , chromium frame, 70/70 cm/72 cm high	top white	28.00
	201	<b>Table "Square"</b> , black frame, 70/70 cm/75 cm high	<input type="checkbox"/> top white <input type="checkbox"/> top black	39.00
	202	<b>Table "Laja-60/60"</b> , white metal frame, 60/60 cm/73 cm high	top white	46.00
	203	<b>Table "Laja-80/80"</b> , white metal frame, 80/80 cm/73 cm high	top white	49.00
	204	<b>Table "Stylus-69/69"</b> , white metal frame, 69/69 cm/74 cm high	top white	55.00
	204	<b>Table "Stylus-69/69"</b> , black metal frame, 69/69 cm/74 cm high	top black	55.00
	205	<b>Table "Stylus-79/79"</b> , white metal frame, 79/79 cm/74 cm high	top white	60.00
	205	<b>Table "Stylus-79/79"</b> , black metal frame, 79/79 cm/74 cm high	top black	60.00
	210	<b>Table "120/70"</b> , chromium frame, 120/70 cm/72 cm high	<input type="checkbox"/> top white	33.00
	210	<b>Table "120/70"</b> , matt-finish chromium frame, 120/70 cm/72 cm high	<input type="checkbox"/> top natural beech	63.00
	211	<b>Table "Semi"</b> , chromium folding frame, 120/40 cm/74 cm high	top white	33.00
	213	<b>Table "Arki"</b> , white metal frame, 200/100 cm/74 cm high	top white	365.00
	214	<b>Table "140/80"</b> , matt-finish chromium frame, 140/80 cm/72 cm high	top white	88.00
	215	<b>Table "Mondo"</b> , chromium folding frame, 120/80 cm/75 cm high	<input type="checkbox"/> top white <input type="checkbox"/> top black	39.50
	216	<b>Table "Toledo-130"</b> , laminated wood, 130/60 cm/70 cm high	<input type="checkbox"/> white <input type="checkbox"/> black	120.00
	216	<b>Table "Toledo-170"</b> , laminated wood, 170/60 cm/70 cm high	<input type="checkbox"/> white <input type="checkbox"/> black	130.00
	216	<b>Table "Toledo-200"</b> , laminated wood, 200/60 cm/70 cm high	<input type="checkbox"/> white <input type="checkbox"/> black	150.00
	217	<b>Conference table "Bonni"</b> , chromium folding frame, 160/80 cm/72 cm high	<input type="checkbox"/> top white <input type="checkbox"/> top black	117.00

	229	Table "Tonda-70/70", matt-finish chromium frame, 70/70 cm/75 cm high	<input type="checkbox"/> top white	<input type="checkbox"/> top black	39.50
	229	Round table "Tonda", matt-finish chromium frame, 75 cm high	top white	<input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 70 <input type="checkbox"/> Ø 80	38.50
			top black	<input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 70 <input type="checkbox"/> Ø 80	40.50
			top charcoal gray	<input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 70 <input type="checkbox"/> Ø 80	40.50
			top natural beech	<input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 80	51.50
			top glass, clear	<input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 70	73.50
			top glass, frosted	<input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 70	73.50
	229	Table "Tonda-60/60", matt-finish chromium frame, 60/60 cm/75 cm high	<input type="checkbox"/> top white	<input type="checkbox"/> top black	39.50
			<input type="checkbox"/> top natural walnut		
	230	Round table "Inox", matt-finish chromium frame, 74 cm high	top white	<input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 70 <input type="checkbox"/> Ø 80	39.50
			top black	<input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 70 <input type="checkbox"/> Ø 80	41.50
			top charcoal gray	<input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 70 <input type="checkbox"/> Ø 80	41.50
			top natural beech	<input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 80	51.50
			top glass, clear	<input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 70	73.50
			top glass, frosted	<input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 70	73.50
	230	Table "Inox-70/70", matt-finish chromium frame, 70/70 cm/74 cm high	<input type="checkbox"/> top white	<input type="checkbox"/> top black	40.50
	230	Table "Inox-60/60", matt-finish chromium frame, 60/60 cm/74 cm high	<input type="checkbox"/> top white	<input type="checkbox"/> top black	40.50
			<input type="checkbox"/> top natural walnut		
	230	Table "Inox-Grande", 2 x matt-finish chromium frame, 200/70 cm/74 cm high	<input type="checkbox"/> top white	<input type="checkbox"/> top black	125.00
	231	Round table "Ikon", white polypropylene frame, 73 cm high	top white	<input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 80	56.50
	231	Round table "Ikon", black polypropylene frame, 73 cm high	top black	<input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 80	56.50
	234	Round table "Urbis", matt-finish chromium frame, 75 cm high	top white	<input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 80	38.50
			top black	<input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 80	40.50
			top natural beech	<input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 80	51.50
	235	Round table "Sea", polished aluminum frame, Ø 80, 73 cm high	<input type="checkbox"/> top white	<input type="checkbox"/> top black	55.50
			<input type="checkbox"/> top charcoal gray		
	235	Table "Sea-70/70", polished aluminum frame, 70/70 cm/73 cm high	<input type="checkbox"/> top white	<input type="checkbox"/> top black	55.50
	236	Round table "Step", black frame, 72 cm high	top white	<input type="checkbox"/> Ø 90 <input type="checkbox"/> Ø 100	43.50
			top black	<input type="checkbox"/> Ø 90 <input type="checkbox"/> Ø 100	43.50
	238	Round table "Major", black frame, 75 cm high	top white	<input type="checkbox"/> Ø 110 <input type="checkbox"/> Ø 120	58.50
	240	Oval table "Plastic", polyethylene, 47/65 cm/76 cm high	<input type="checkbox"/> red <input type="checkbox"/> blue <input type="checkbox"/> silver		41.50
	241	Table "Quadro", matt-finish chromium frame, compact aluminum top, 80/80 cm/75 cm high	<input type="checkbox"/> top black	<input type="checkbox"/> top gray	56.50
	282	Round table "Greece", aluminum frame, Ø 60/73 cm high	top inox		30.50
	283	Round table "Avangard", aluminum frame, Ø 70/73 cm high	top inox		48.50

## ■ High tables

Quantity	Item no.	Description	Selection options	EUR/unit
	284	High table "Stylus-59/59", black frame, 114 cm high	top black	65.00
	284	High table "Stylus-59/59", white frame, 114 cm high	top white	65.00
	285	High table "Tall" round, black frame, 114 cm high	top white <input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 70	38.50
			top black <input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 70	38.50
			top charcoal gray <input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 70	38.50
			top mock beech <input type="checkbox"/> Ø 60	38.50

	286	<b>High table "Ypsilon"</b> round, aluminum frame, Ø 60/113 cm high	top inox	46.50
	287	<b>High table "Tonda"</b> round, matt-finish chromium frame, 114 cm high	top white <input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 70	57.50
			top black <input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 70	57.50
			top charcoal gray <input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 70	57.50
			top natural walnut <input type="checkbox"/> Ø 60	57.50
			top natural beech <input type="checkbox"/> Ø 60	67.50
			top glass, clear <input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 70	81.50
			top glass, frosted <input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 70	81.50
	287	<b>High table "Tonda-60/60"</b> matt-finish chromium frame, 60/60 cm/114 cm high	top white	57.50
			top black	57.50
			top natural walnut	60.50
	288	<b>High table "Quickstep"</b> round Ø 70, 113 cm high, (suitable for outdoor use)	<input type="checkbox"/> white <input type="checkbox"/> graphite	27.50
	289	<b>High table "Quadro"</b> , matt-finish chromium frame, 60/60 cm, 113 cm high	top inox	67.50
	290	<b>High table "Inox"</b> round, matt-finish chromium frame, 114 cm high	top white <input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 70	57.50
			top black <input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 70	57.50
			top charcoal gray <input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 70	57.50
			top natural walnut <input type="checkbox"/> Ø 60	57.50
			top natural beechwood <input type="checkbox"/> Ø 60	62.50
			top glass, clear <input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 70	81.50
			top glass, frosted <input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 70	81.50
	290	<b>High table "Inox-60/60"</b> , matt-finish chromium frame, 60/60 cm/114 cm high	top white	57.50
			top black	57.50
			top natural walnut	60.50
	290	<b>High table "Inox-Grande"</b> , matt-finish chromium frame, 120/60/114 cm high	<input type="checkbox"/> top white <input type="checkbox"/> top black	115.00
	291	<b>High table "Viena"</b> round, aluminum frame, Ø 60/113 cm high	top inox	60.50
	293	<b>High table "Sea"</b> round, polished aluminum frame, 108 cm high	top white <input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 70	63.50
			top black <input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 70	63.50
			top charcoal gray <input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 70	63.50
	293	<b>High table "Sea-60/60"</b> , polished aluminum frame, 60/60 cm/108 cm high	<input type="checkbox"/> top white <input type="checkbox"/> top black	63.50
	295	<b>High table "Toledo"</b> , wood laminate in white, 60/60 cm/110 cm high		110.00
	295	<b>High table "Toledo"</b> , wood laminate in black, 60/60 cm/110 cm high		110.00
	295	<b>High table "Toledo"</b> , wood laminate in black	<input type="checkbox"/> 130/60 cm/110 cm high	120.00
			<input type="checkbox"/> 170/60 cm/110 cm high	130.00
			<input type="checkbox"/> 200/60 cm/110 cm high	150.00
	295	<b>High table "Toledo"</b> , wood laminate in white	<input type="checkbox"/> 130/60 cm/110 cm high	120.00
			<input type="checkbox"/> 170/60 cm/110 cm high	130.00
			<input type="checkbox"/> 200/60 cm/110 cm high	150.00
	296	<b>High table "Ikon"</b> round, white polypropylene frame, Ø 60/110 cm high	top white	73.50
	296	<b>High table "Ikon"</b> round, black polypropylene frame, Ø 60/110 cm high	top black	73.50

## Lounge furniture

Quantity	Item no.	Description	Selection options	EUR/unit
	085	Club chair "Rio", chromium frame, fabric upholstery	<input type="checkbox"/> red <input type="checkbox"/> charcoal gray	154.00
	086	Club chair "Nimrod", polyethylene frame, fabric upholstery	<input type="checkbox"/> yellow <input type="checkbox"/> green <input type="checkbox"/> purple <input type="checkbox"/> orange	139.00
	087	Stool "Dado", chromium frame, upholstery synthetic leather	<input type="checkbox"/> black <input type="checkbox"/> white	72.00
	088	Single-seater "Dado", chromium frame, upholstery synthetic leather	<input type="checkbox"/> black <input type="checkbox"/> white	104.00
	089	Corner seat "Dado", chromium frame, upholstery synthetic leather	<input type="checkbox"/> black <input type="checkbox"/> white	127.00
	090	Stool "Wow", square, upholstery synthetic leather, 36/36 cm	<input type="checkbox"/> black <input type="checkbox"/> white	36.00
	091	Bench "Wow", square, upholstery synthetic leather, 91/36 cm	<input type="checkbox"/> black <input type="checkbox"/> white	58.00
	092	Stool "Wow", round, upholstery synthetic leather, Ø 40 cm	<input type="checkbox"/> black <input type="checkbox"/> white	36.00
	093	Stool "Wow", round, upholstery synthetic leather, Ø 65 cm	<input type="checkbox"/> black <input type="checkbox"/> white	56.00
	094	Club chair "Petit Plateau", swivelling, aluminum frame, fabric upholstery	charcoal gray	365.00
	095	Stool "Host Modular" chromium frame, upholstery synthetic leather	<input type="checkbox"/> black <input type="checkbox"/> white	84.00
	096	Single-seater "Host Modular" chromium frame, upholstery synthetic leather	<input type="checkbox"/> black <input type="checkbox"/> white	99.00
	097	Two-seater "Host Modular" chromium frame, upholstery synthetic leather	<input type="checkbox"/> black <input type="checkbox"/> white	130.00
	098	Corner seat "Host Modular" chromium frame, upholstery synthetic leather	<input type="checkbox"/> black <input type="checkbox"/> white	110.00
	099	Cube "Big-Ben", synthetic leather	white	75.00
	100	Club chair "Curve", chromium frame, seat and back cherry	natural	42.00
	101	Stool "AP", oak	<input type="checkbox"/> black <input type="checkbox"/> blanched	60.00
	102	Cube "Ben", synthetic leather	<input type="checkbox"/> black <input type="checkbox"/> white	25.00
	103	Club chair "Tamago", chromium frame, fabric upholstery	charcoal gray	62.00
	104	Club chair "Slide", chromium frame, fabric upholstery	<input type="checkbox"/> black <input type="checkbox"/> blue	44.00
	105	Club chair "Slide", with arm rests, chromium frame, fabric upholstery	<input type="checkbox"/> black <input type="checkbox"/> blue	54.00
	106	Two-seater "Nero", fabric upholstery	black	199.00
	106	Two-seater "Nero", synthetic leather upholstery	<input type="checkbox"/> black <input type="checkbox"/> white	199.00
	107	Single-seater "Delta", aluminum legs, fabric upholstery	<input type="checkbox"/> gray <input type="checkbox"/> red <input type="checkbox"/> black	168.00
	108	Two-seater "Delta", aluminum legs, fabric upholstery	<input type="checkbox"/> gray <input type="checkbox"/> red <input type="checkbox"/> black	304.00
	109	Stool "Host", chromium frame, upholstery synthetic leather	<input type="checkbox"/> black <input type="checkbox"/> white	85.00
	110	Club chair "Host", chromium frame, upholstery synthetic leather	<input type="checkbox"/> black <input type="checkbox"/> white	102.00
	907	Two-seater "Highchair", upholstered	charcoal gray	280.00
	908	Single-seater "Klasse", aluminum legs, upholstery synthetic leather	black	120.00
	909	Two-seater "Klasse", aluminum legs, upholstery synthetic leather	black	240.00
	910	Single-seater "Vega", matt-finish chromium frame, leather upholstery	black	180.00
	911	Two-seater "Vega", matt-finish chromium frame, leather upholstery	black	350.00
	912	Single-seater "Bahama", rattan frame in brown, fabric upholstery	beige	97.00
	913	Two-seater "Bahama", rattan frame in brown, fabric upholstery	beige	192.00
	918	Single-seater "Qubo", metal legs, upholstery synthetic leather	<input type="checkbox"/> white <input type="checkbox"/> black	98.00
	919	Two-seater "Qubo", metal legs, upholstery synthetic leather	<input type="checkbox"/> white <input type="checkbox"/> black	178.00
	080	Side table "Pocket", white metal frame	top white	63.00
	081	Side table "Stylus-59/59", white metal frame	top white	50.00

	081	Side table "Stylus-59/59", black metal frame	top black	50.00
	082	Side table "Ikon", round, white polypropylene frame, Ø 60 cm	top white	57.00
	082	Side table "Ikon", round, black polypropylene frame, Ø 60 cm	top black	57.00
	083	Side table "Toledo-45", wood laminate in black 45/45 cm/45 cm hoch		60.00
	083	Side table "Toledo-45", wood laminate in white 45/45 cm/45 cm high		60.00
	084	Side table "Sea", round, polished aluminum frame, 43 cm high	top white <input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 70	50.00
			top black <input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 70	50.00
			top charcoal gray <input type="checkbox"/> Ø 60 <input type="checkbox"/> Ø 70	50.00
	218	Side table "Alpha", aluminum legs, 55/55 cm/27 cm high	top gray	57.00
	220	Side table "Toe", matt-finish chromium frame, 67/67 cm/34 cm high	top white	76.00
	221	Side table "Tria", matt-finish chromium frame, 57/50 cm/37 cm high	<input type="checkbox"/> top black <input type="checkbox"/> top white <input type="checkbox"/> top nutwood	75.00
	222	Side table "Bahama", frame in brown, 51/51 cm/42 cm high	top glass	48.00
	223	Club table "Slide", chromium frame, 64/64 cm/38 cm high	top white	36.00
	224	Side table "Toe", matt-finish chromium frame, 128/67 cm/34 cm high	top white	97.00
	225	Side table "Eileen Gray", height-adjustable, chromium frame, Ø 51 cm/60 cm–100 cm high	top glass	60.00
	226	Club table "Barcelona", chromium frame, 90/90 cm/46 cm high	top glass	125.00
	227	Club table "Granada", chromium frame, Ø 70 cm/53 cm high	top glass	125.00
	228	Club table "Ronda", matt-finish chromium frame, Ø 50 cm/51 cm high	top glass	60.00

## ■ Office furniture

Quantity	Item no.	Description	Selection options	EUR/unit
	302	Desk "Mondo", cabinet on rollers, metal, 120/80 cm/75 cm high	<input type="checkbox"/> white <input type="checkbox"/> black	85.00
	320	Swivel chair "Office", height-adjustable, fabric upholstery	black	40.00
	324	Office swivel chair "Delby", height-adjustable, black frame, fabric upholstery	black	60.00
	326	Office swivel chair "Luxy", height-adjustable, metal frame, leather seat	<input type="checkbox"/> white <input type="checkbox"/> black	90.00
	343	Cabinet "Steel", on rollers, metal, 42/59 cm/56 cm high	<input type="checkbox"/> black <input type="checkbox"/> silver <input type="checkbox"/> white	60.00

## ■ Sideboards/Cabinets/Shelves

Quantity	Item no.	Description	EUR/unit
	330	File shelving, 3 shelves, white plastic, 75/30 cm/86 cm high	20.00
	370	Locker cabinet "Big", 4 lockers, gray metal, 68/50 cm/180 cm high	97.00
	371	Locker cabinet "Silver", 4 lockers, gray metal, 36/50 cm/180 cm high	90.00
	372	Locker cabinet "Reno", 4 lockers, white laminated wood, 35/50 cm/200 cm high	90.00
	530	Multi-purpose shelving, 5 shelves, white plastic, 75/30 cm/170 cm high	34.00
	584	Sideboard "Dax", lockable, silver body, top in multiplex birch, 100/50 cm/75 cm high	134.00
	585	Sideboard "Syma Easy-408", white frame, white paneling, 100/50 cm/75 cm high	85.00
	585	Sideboard "Syma New", aluminum frame, white paneling, 100/50 cm/75 cm high	85.00
	585	Sideboard "Syma New", aluminum frame, black paneling, 100/50 cm/75 cm high	91.00

## ■ Info counters/Bar counters

Quantity	Item no.	Description	Selection options	EUR/unit
	401	Bar counter "Syma Easy-408", white frame, 100/50 cm/125 cm high	white paneling	112.00
	406	Bar counter corner element, "Syma Easy-408", white frame, 50/50 cm/125 cm high	white paneling	100.00
	401	Bar counter "Syma-New", aluminum frame, 100/50 cm/125 cm high	<input type="checkbox"/> white paneling	117.00
			<input type="checkbox"/> black paneling	122.00
	406	Bar counter corner element, "Syma-New", aluminum frame, 50/50 cm/125 cm high	<input type="checkbox"/> white paneling	102.00
			<input type="checkbox"/> black paneling	107.00
	407	Bar counter "Tetris", white plastic body, 145/80 cm/111 cm high (suitable for outdoor use)		187.00
	408	Bar counter corner element "Tetris", white plastic body, 89/97 cm/111 cm high, (suitable for outdoor use)		167.00
	586	Display platform "Kant", white body, 100/50 cm/50 cm high		60.00
	588	Counter "Syma Easy-408", white frame, 100/50 cm/95 cm high	white paneling	96.00
	589	Counter corner element "Syma Easy-408", white frame, 50/50 cm/95 cm high	white paneling	73.00
	588	Counter "Syma New", aluminum frame, 100/50 cm/95 cm high	<input type="checkbox"/> white paneling	99.00
			<input type="checkbox"/> black paneling	104.00
	589	Counter corner element "Syma New", aluminum frame, 50/50 cm/95 cm high	<input type="checkbox"/> white paneling	75.00
			<input type="checkbox"/> black paneling	80.00
	590	Display column "Kant", white body, 50/50 cm/100 cm high		60.00
	592	Counter "Real", lockable, stainless steel body, maple top, 100/84 cm/120 cm high		299.00
	593	Round counter "Dax", lockable, silver body, top in multiplex birch, 170/50 cm/100 cm high		320.00
	594	Counter "Dax", lockable, silver body top in multiplex birch, 150/50 cm/100 cm high		215.00
	605	Bar counter corner element "Igloo", white plastic, 90/70 cm/108 cm high, with lighting		185.00
	606	Bar counter "Igloo", white plastic, 140/70 cm/108 cm high, with lighting		205.00
	607	Bar counter "Loja-100", lockable, corpus charcoal gray, top: glass/stainless steel, on rollers 100/60 cm/120 cm		290.00
	608	Bar counter "Loja-125", lockable, corpus charcoal gray, top: glass/stainless steel, on rollers 125/60 cm/120 cm		290.00
	610	Counter "Nea", white body, white top, 150/44 cm/110 cm high		375.00

## ■ Showcases

Quantity	Item no.	Description	Selection options	EUR/unit
	570	Showcase "Octa", lockable, without lighting, aluminum frame, 100/50 cm/95 cm high		88.00
	580	Showcase "Octa", with substructure, lockable, without lighting, aluminum frame, 100/50 cm/95 cm high	white paneling	110.00
	581	Showcase "Syma Easy-408", with substructure, lockable, without lighting, white frame, 100/50 cm/95 cm high	white paneling	129.00
	581	Showcase "Syma-New", with substructure, lockable, without lighting, aluminum frame, 100/50 cm/95 cm high	<input type="checkbox"/> white paneling	129.00
			<input type="checkbox"/> black paneling	134.00
	595	Cabinet showcase "Trend", with lighting, aluminum frame, 100/50 cm/180 cm high		175.00
	596	Cabinet showcase "Syma Easy-408", with substructure, with lighting, white frame, 100/50 cm/180 cm high	white paneling	225.00

	596	<b>Cabinet showcase “Kappa”</b> , with substructure, with light, aluminum frame, 100/50 cm/180 cm high	white paneling	225.00
	597	<b>Column showcase “Syma Easy-408”</b> , with substructure, with lighting, white frame, 50/50 cm/180 cm high	white paneling	205.00
	597	<b>Column showcase “Syma New”</b> , with substructure, with lighting, aluminum frame, 50/50 cm/180 cm high	white paneling	205.00
	598	<b>Column showcase “Nice”</b> , with lighting, aluminum frame, 39/39 cm/180 cm high		205.00
	599	<b>Column showcase “Kappa”</b> , with substructure, lockable, with lighting, aluminum frame, 50/50 cm/190 cm high	white paneling	205.00
	602	<b>Cabinet showcase “Forum”</b> , fully glazed, with lighting, aluminum frame, 100/50 cm/180 cm high		265.00

## ■ Brochure racks

Quantity	Item no.	Description	EUR/unit
	532	<b>Brochure rack “Pino 6”</b> , gray metal frame, 6 A4-size shelves, 44/40 cm/157 cm high	52.00
	534	<b>Brochure rack “Shell”</b> , matt-finish chromium frame, 3 aluminum shelves, 65/56 cm/130 cm high	45.00
	535	<b>Brochure rack “PZ 6”</b> , clear acrylic, 6 DIN A4 shelves, 42/30 cm/154 cm high	89.00
	537	<b>Brochure rack “Twin”</b> , matt-finish chromium frame, 3 double-sided aluminum shelves, 51/50 cm/150 cm high	50.00
	538	<b>Brochure rack “Punto 4”</b> , gray metal frame, 4 A4-size shelves, 30/60 cm/166 cm high	65.00
	539	<b>Brochure rack “Punto 8”</b> , gray metal frame, 8 A4-size shelves, 35/54 cm/150 cm high	70.00

## ■ Clothes stands / Coat racks

Quantity	Item no.	Description	EUR/unit
	500	<b>Coat rack “Tube”</b>	23.00
	501	<b>Coat rack “Bambu”</b> , metal frame in silver	33.00
	502	<b>Coat rack “Flag”</b> , metal-polypropylene frame <input type="checkbox"/> white <input type="checkbox"/> black <input type="checkbox"/> red	40.00
	700	<b>Clothes stand “Milano”</b> , height-adjustable, chromium frame, 180 cm, 140–180 cm high	28.00
	750	<b>Upright mirror on rollers</b>	46.00

## ■ Kitchen equipment

Quantity	Item no.	Description	EUR/unit
	550	<b>Kitchen cabinet base</b> , white	62.00
	551	<b>Double sink</b> with 5 l water heater	115.00
	553	<b>Industrial glasswasher</b>	510.00
	554	<b>Industrial dishwasher</b>	620.00
	555	<b>Kitchenette unit</b> with 140 l refrigerator, sink, 5 l water heater, 2 hotplate-cooker (2 x 1.5 kW)	205.00
	556	<b>Kitchenette unit “Octa-Newline”</b> : refrigerator 110 l, right-hand sink, 5-l water boiler, 2-burner stove (2 x 1.5 kW)	260.00
	559	<b>Electric cooker</b> , 4 hotplates, oven (5 kW)	120.00
	565	<b>Coffee machine</b> incl. 1 pack of filters	42.00
	566	<b>Fully automatic coffee &amp; espresso machine “DeLonghi”</b> , approx. 40 cups/day, power requirement: 1350 W/230 V	310.00
	566	<b>Fully automatic coffee &amp; espresso machine “Jura-Impressa S9”</b> , approx. 40 cups/day, power requirement: 1450 W/230 V	395.00
	566	<b>Fully automatic coffee &amp; espresso machine “Jura-X9 Win”</b> , 2 grinders, approx 100 cups/day, power requirement: 2200 W/230 V	590.00

Connections available through on-site electrical and plumbing services



## ■ Refrigerators

Quantity	Item no.	Description	EUR/unit
	560	Refrigerator, 140 l	70.00
	561	Bottle refrigerator, 260 l, 60/60 cm/120 cm high	130.00
	562	Bottle refrigerator, 360 l, 60/60 cm/159 cm high	180.00
	564	Upright freezer, 140 l	100.00
	567	Bottle refrigerator, 360 l, insulated glass door, 60/60 cm/159 cm high	300.00
	568	Freezer with lid, 190 l	150.00
	569	Bottle refrigerator, 180 l, insulated glass door	130.00

## ■ Other furniture and accessories

Quantity	Item no.	Description	Selection options	EUR/unit
	510	Waste paper basket		7.00
	521	Umbrella stand "Rex"	black	34.00
	543	Retractable belt barriers "Flex", mobile, tape 2 m long, matt-finish chromium base (minimum order: 2 pylons)	<input type="checkbox"/> belt tape blue <input type="checkbox"/> belt tape black	45.00
	545	Waste stand incl. 3 waste bags		30.00
	546	Waste bin "Pushboy", powder-coated sheet steel	silver	40.00
	548	Lectern "Talk", chromium frame, 56/35 cm/110 cm high		120.00
	549	Bag holder "Chromato", matt-finish chromium frame		40.00
	800	Room divider, free-standing, lightweight construction, aluminum frame, 19 mm hardboard panel in white, 62 cm wide (minimum order: 2 elements)	<input type="checkbox"/> 210 cm high <input type="checkbox"/> 105 cm high	42.00 21.00
	803	Room divider "Sticks", white fiber glass rods, natural rubber base panel		85.00
	804	Room divider "Leaf", polyethylene	<input type="checkbox"/> white <input type="checkbox"/> green <input type="checkbox"/> light green	35.00
	901	Floor lamp "L100 ST", lamp foot white, lamp shade transparent acrylic, gray/white		175.00
	902	Table lamp "L100 TA", lamp foot white, lamp shade transparent acrylic, gray/white		125.00

## ■ Seating suites

Quantity	Item no.	Description	Selection options	EUR/unit
	176/229	Suite "Pocket" 4 x Chair "Pocket" (Item no. 176) 1 x Round table "Tonda", top in white Ø 80 cm (Item no. 229)	<input type="checkbox"/> blue <input type="checkbox"/> white <input type="checkbox"/> charcoal	85.00
	125/229	Suite "Bonni" 4 x Chair "Bonni" (Item no. 125) 1 x Round table "Tonda", top in white Ø 80 cm (Item no. 229)	<input type="checkbox"/> blue <input type="checkbox"/> black <input type="checkbox"/> red	112.00
	133/229	Suite "Gliss" 4 x Chair "Gliss" (Item no. 133) 1 x Round table "Tonda", top in white Ø 80 cm (Item no. 229)	<input type="checkbox"/> white <input type="checkbox"/> black <input type="checkbox"/> red	171.50
	134/230	Suite "Catifa" 4 x Chair "Catifa" white (Item no. 134) 1 x Round table "Inox", white top Ø 80 cm (Item no. 230)	white	161.00
	149/235	Suite "Breeze" 4 x Chair "Breeze" (Item no. 149) 1 x Round table "Sea", white top Ø 80 cm (Item no. 235)	<input type="checkbox"/> white <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> gray	165.00
	416/285	Suite bar stool "Z" 2 x Bar stool "Z" (Item no. 416) 1 x High table "Tall", top in white Ø 60 cm (Item no. 285)	<input type="checkbox"/> white <input type="checkbox"/> black	79.50

424/287	<b>Suite bar stool "Hoop"</b> 2 x Bar stool "Hoop" (Item no. 424) 1 x High table "Tonda", top in white Ø 60 cm (Item no. 287)	<input type="checkbox"/> white <input type="checkbox"/> blue	140.00
428/293	<b>Suite bar stool "Breeze"</b> 2 x Bar stool "Breeze" (Item no. 428) 1 x High table "Sea", white top Ø 70 cm (Item no. 293)	<input type="checkbox"/> white <input type="checkbox"/> black	136.00
429/287	<b>Suite bar stool "Lem"</b> 2 x Bar stool "Lem" (Item no. 429) 1 x High table "Tonda", top in white Ø 60 cm (Item no. 287)	<input type="checkbox"/> white <input type="checkbox"/> black	181.50
416/401	<b>Suite bar counter "Syma New"</b> 2 x Bar stool "Z" (Item no. 429) 1 x Bar counter "Syma New", white (Item no. 401)	<input type="checkbox"/> white <input type="checkbox"/> black	150.50

## Rental conditions

1. The rental object is only made available for the agreed purpose and for the agreed period. An extension of the rental period shall require the written consent of the rental company. The rental company is entitled to invoice an additional rental charge if the rental object is not returned by the agreed time.
2. The rental prices are calculated according to the duration of rental on the basis of the currently valid price list. The statutory VAT is to be added. For objects rented for a trade fair or exhibition the rental prices shall also include the costs for delivery and collection of the rental object within the exhibition grounds. In other cases the valid transport cost rates for delivery and collection of the rental object will be invoiced in addition to the rental price. Invoiced rental prices are payable in full without deduction. If no agreement is made to the contrary they are due on presentation of the invoice, at latest, however, on delivery of the rental object. Direct orders placed immediately before and during a trade fair are to be paid on award of the order. A collection charge of **EUR 15.00** will be made for foreign cheques. Charges for payments remitted abroad shall be borne by the hirer. If the hirer is in default of payment, interest on arrears amounting to five percent over and above the current discount rate of the Deutsche Bundesbank shall be charged. Should an invoice need to be re-issued due to false or incorrect data supplied by the exhibitor, the rental company is entitled to charge an administrative fee of EUR 50.00 plus VAT. This charge will be set against the new invoice to be issued.
3. For loss or damage of the rental object compensation amounting to the cost of replacement may be claimed from the hirer or the cost of repair if this does not exceed the replacement value. Liability shall commence with the takeover of the rental object by the hirer and end with its collection by the rental company. In the case of objects rented for a trade fair, liability shall commence with delivery to the exhibition stand and end when it is collected from there. This shall also apply if the exhibition stand is not occupied. Liability shall end 24 hours after the end of the trade fair at the latest unless the rental object was not made available for collection or another collection date has been agreed. The rental company shall not be liable for damage to property or injury to persons in connection with the use of the rental object unless it is due to wilful action or gross negligence on the part of the rental company.
4. The rental object is not insured. Insurance of the rental object for the period of a trade fair, including the stand construction and dismantling period, is recommended.  
**Please note and mark appropriately:**  
**The rental object is to be insured by the service partner. The insurance premium amounts to three percent of the rent paid and will be charged additionally to the hirer.**  
☐ **We require no insurance coverage and are liable for any damage and loss in accordance with the above rental conditions.**
5. All orders with no specified date will be delivered in good time so that the rental object is available at the start of the fair. After the end of the fair the rental object will be collected as quickly as possible. The hirer must make the rental object available for collection. If delivery or collection of the rental object is prevented by fault of the hirer, the rental company shall be entitled to charge for any additional expenditure incurred. Hirers collecting rental objects themselves are hereby notified that the objects may only be transported in suitable closed vehicles. In the event of default of payment the rental company reserves the right to refuse delivery of the rental object or to fetch back delivered objects at an earlier date.
6. Free cancellation is only possible up to 14 days prior to the start of the event. Rental objects ordered in advance and reserved but not taken delivery of will be charged to the customer in full. If it is possible to rent them elsewhere the customer shall bear the costs incurred for delivery and collection and for any loss of rental fees. In cases of unforeseeable damage the rental company reserves the right to supply equivalent or better replacement objects in place of the ordered rental objects. No claims can be asserted as a result of such replacements.
7. Any complaints the hirer may have must be made within 24 hours of the items concerned having been delivered. Any complaints made after this time will not be accepted.
8. Place of performance and jurisdiction for the hirer and rental company shall be the registered office of the rental company. The laws of the Federal Republic of Germany shall apply even for transactions with foreign customers

**The contract shall exist directly between the exhibitor and Messe München GmbH's contracting company.**

## Method of payment

Payments from abroad are to be remitted in advance with all charges paid. A collection charge of **EUR 15.00** should be added to foreign cheques. Please note: No liability will be accepted for property belonging to the exhibitor which is left in cabinets, etc.

**For orders received within three days prior to show opening, rental prices are subject to a 30 % surcharge.  
The rental fees as invoiced are, on principle, payable prior to the start of the show, without any deductions.**

**Please select method of payment:**

☐ **Credit card** (Invoice original will be sent to you by mail)

☐ MasterCard

☐ Visa Card

\_\_\_\_\_  
Name of holder

\_\_\_\_\_  
Card number

\_\_\_\_\_  
Valid until

☐ **Advance bank transfer (following receipt of invoice) to the account below**

Bank: Stadtparkasse München

Bank code: 701 50 000

Account no.: 16-257677

IBAN: DE26 7015 0000 0016 2576 77

SWIFT (BIC): SSKMDEMM

\_\_\_\_\_  
Place / date

\_\_\_\_\_  
Company stamp and legally binding signature of exhibitor

Seating



111 Armchair "Rondo"



113 Armchair "Well"



114 Armchair "Ro"



115 Armchair "Laja"



120 Chair "Bonni"



123 Stool "Mambo"



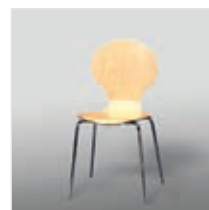
124 Stool "Plastic"



190 Stool "TX"



125 Chair "Bonni"



126 Chair "Wood"



131 Chair "Vitra.03"



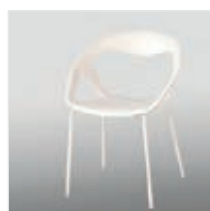
132 Chair "Hoop"



133 Chair "Gliss"



134 Chair "Cartifa"



135 Chair "Felix.3"



136 Chair "Kuada"



138 Chair "Body to Body"



139 Armchair "Jet"



143 Bench "Sidus"



144 Armchair "Nami"



147 Chair "Cloud"



148 Armchair "PoppyStar"



149 Chair "Breeze"



150 Chair "Kicca"



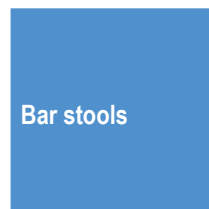
157 Chair "About A Chair"



176 Folding chair "Pocket"



184 Armchair "Cuba"



Bar stools



410 Bar stool "Miura"



412 Bar stool "Move"



414 Bar stool "Bilbao"



415 Bar stool "Kuada"



416 Bar stool "Z"



418 Bar stool "Malaga"



420 Bar stool "Cube"



424 Bar stool "Hoop"



425 Bar stool "TX"



426 Bar stool "Stella"



427 Bar stool "Mambo"



428 Bar stool "Breeze"



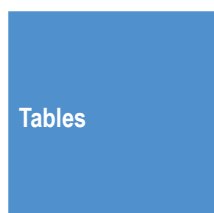
429 Bar stool "Lem"



429 Bar stool "Lem New"



430 Bar stool "Leo"



Tables



200 Table "70/70"



201 Table "Square"



215 Table "Mondo"



217 Conference table  
"Bonni"



229 Table "Tonda-70/70"



229 Table "Tonda"



230 Table "Inox"



231 Table "Ikon"



234 Table "Urbis"



235 Table "Sea"



236 Table "Step"



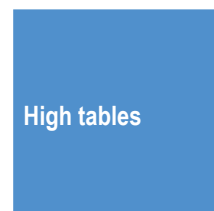
240 Table "Plastic"



241 Table "Quadro"



283 Table "Avangard"



High tables



285 High table "Tall"



287 High table "Tonda"



289 High table "Quadro"



290 High table "Inox"



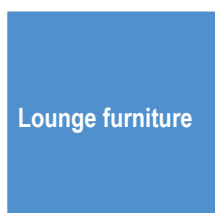
291 High table "Viena"



293 High table "Sea"



295 High table "Toledo"



Lounge furniture



085 Club chair "Rio"



088 Single-seater "Dado"



095 Stool "Host Modular"



097 Two-seater  
"Host Modular"



102 Cube "Ben"



103 Club chair "Tamago"



107 Single-seater "Delta"



108 Two-seater "Delta"



110 Single-seater "Host"



218 Side table "Alpha"



221 Side table "Tria"



225 Side table  
"Eileen Gray"



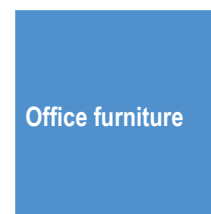
226 Club table "Barcelona"



227 Club table "Granada"



228 Club table "Ronda"



Office furniture



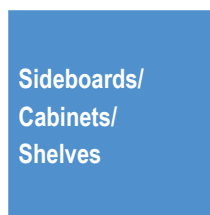
320 Swivel chair "Office"



324 Swivel chair "Delby"



343 Cabinet "Steel"



Sideboards/  
Cabinets/  
Shelves



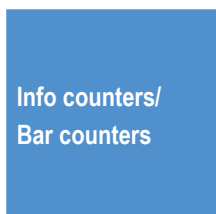
371 Locker cabinet  
"Silver"



584 Sideboard "Dax"



585 Sideboard "Syma  
Easy-408"



Info counters/  
Bar counters



401 Bar counter "Syma  
Easy-408"



401 Bar counter  
"Syma New"



406 Bar counter corner  
element "Syma New"



407 Bar counter "Tetris"



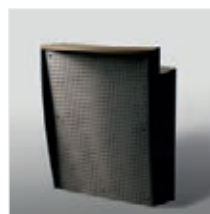
588 Counter "Syma  
Easy-408"



588 Counter "Syma New"



589 Courner counter  
element "Syma New"



592 Counter "Real"



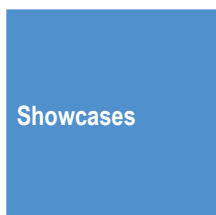
593 Round counter "Dax"



594 Counter "Dax"



610 Counter "Nea"



Showcases



581 Showcase "Syma  
Easy-408"



581 Showcase "Syma  
New"

































595 Cabinet showcase  
"Trend"



596 Cabinet showcase  
"Syma Easy-408"



			Brochure rack		
597 Column showcase "Syma Easy-408"	598 Column showcase "Nice"	602 Cabinet showcase "Forum"		532 Brochure rack "Pino 6"	534 Brochure rack "Shell"
			Clothes stands/ Coat racks		
535 Brochure rack "PZ 6"	538 Brochure rack "Punto 4"	539 Brochure rack "Punto 8"		500 Coat rack "Tube"	501 Coat rack "Bambu"
	Kitchen equipment				Refrigerators
700 Clothes stand "Milano"		554 Industrial dishwasher	555 Kitchenette	565 Coffee machine	
			Other furniture and accessories		
560 Refrigerator	561 Bottle refrigerator	569 Bottle refrigerator, insulated glass door		543 Retractable belt barriers "Flex"	548 Lectern "Talk"
		Seating suites			
549 Bag holder "Chromato"	800 Room divider		Suite "Pocket"	Suite "Bonni"	Suite "Breeze"
					
Suite "Gliss"	Bar stool suite "Breeze"	Suite "Z"	Suite "Hoop"	Suite "Lem"	Suite bar counter "Syma New"



### Contact and invoicing:

Max Rappenglitz GmbH  
Palsweiserstr. 50 | 82216 Maisach | Germany  
Tel. +49 89 949-24929 | Fax +49 89 949-24927  
moebel@rappenglitz.de | www.rappenglitz.de  
Service office: Atrium, in front of Hall B4



Service quality tested  
as a service partner of  
Messe München International

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

We herewith order on the rental terms quoted (kindly note that your signature is required on page 10):

## ■ Seating

Quantity	Item no.	Description	Color selection	EUR/unit
	ST2	Upholstered chair <b>Asti</b> , frame: chrome, seat upholstery, seating height: 47 cm, chair width: 45 cm	charcoal	21.00
	ST3	Chair <b>Luna</b> , frame: chrome, seat plastic, seating height: 48 cm, chair width: 52 cm	<input type="checkbox"/> black <input type="checkbox"/> red <input type="checkbox"/> yellow <input type="checkbox"/> gray	13.00
	ST4	Chair <b>Vita</b> , frame: chrome, seat wood, seating height: 43 cm, chair width: 43 cm	<input type="checkbox"/> black <input type="checkbox"/> white <input type="checkbox"/> blue <input type="checkbox"/> pink <input type="checkbox"/> natural beech	18.00
	ST5	Chair <b>Eames</b> , frame: maple/steel, seat plastic, seating height: 41 cm, chair width: 47 cm	white	49.00
	ST6	Chair <b>Bistro</b> , frame: tubular steel, seat plastic weave, Ø 40 cm, seating height: 47 cm	white	14.50
	ST7	Chair <b>Nero</b> , frame: chrome, foldable, seat/back leather seating height: 47 cm, chair width: 47 cm,	black	26.50
	ST8	Chair <b>Blabla</b> , frame: chrome, seat plastic, seating height: 44 cm, chair width: 60 cm	<input type="checkbox"/> orange <input type="checkbox"/> black <input type="checkbox"/> transparent <input type="checkbox"/> ivory <input type="checkbox"/> white	27.00
	ST9	Chair <b>Orbit</b> , frame: chrome, shell plastic, seating height: 45 cm, chair width: 51 cm, shell plastic	ivory	27.50
	ST10	Chair <b>Swing</b> , frame: chrome, seat/back leather seating, seating height: 44 cm, chair width: 56 cm	black	22.50
	ST11	Upholstered chair <b>Tito</b> , frame: chrome, seat upholstery, seating height: 46 cm, chair width: 50 cm	<input type="checkbox"/> black <input type="checkbox"/> gray <input type="checkbox"/> brown <input type="checkbox"/> blue	18.50
	ST12	Chair <b>Net</b> , frame: chrome matt, netting seat and back, seating height: 44 cm, chair width: 40 cm	<input type="checkbox"/> gray <input type="checkbox"/> black	22.50
	ST13	Chair <b>Catifa</b> , frame: chrome, seat: white plastic, back: gray, seating height: 45 cm, chair width: 48 cm	<input type="checkbox"/> light gray <input type="checkbox"/> green <input type="checkbox"/> red <input type="checkbox"/> mocha <input type="checkbox"/> blue	34.00
	ST14	Chair <b>Siena</b> , frame: chrome, seat/back leather, seating height: 45 cm, chair width: 43 cm	<input type="checkbox"/> white <input type="checkbox"/> gray	21.50
	ST15	Chair <b>Siena Arm</b> , arm rests, frame: chrome, seat/back leather seating height: 45 cm, chair width: 58 cm	gray	23.50
	ST18	Chair <b>Volt</b> , polypropylene seating height: 46 cm, chair width: 51 cm, depth: 53 cm, height: 78 cm	<input type="checkbox"/> white <input type="checkbox"/> black <input type="checkbox"/> beige <input type="checkbox"/> red <input type="checkbox"/> blue <input type="checkbox"/> yellow	18.50
	ST20s	Chair <b>Linos</b> , frame: chrome, seat upholstery, seating height: 46 cm, chair width: 50 cm, depth: 57 cm, height: 83 cm	black	19.50
	ST21	Upholstered chair <b>Linos Arm</b> , frame: chrome, seating height: 46 cm, chair width: 56 cm	<input type="checkbox"/> black <input type="checkbox"/> gray	34.00
	ST23	Upholstered chair <b>Sure</b> , white polypropylene, seat: gray seating height: 45 cm, chair width: 52 cm, depth: 52 cm, height: 86 cm	white/gray	39.50

ST25	Chair <b>Plana</b> , frame: plastic, seating height: 45 cm, chair width: 49 cm	<input type="checkbox"/> black <input type="checkbox"/> white	27.00
D9	Revolving chair <b>Orbit Office</b> , frame: chrome, shell plastic, seating height: 42 – 52 cm, chair width: 58 cm,	ivory	39.50

## ■ Bar Stools

Quantity	Item no.	Description	Color selection	EUR/unit
	BH1	Bar stool <b>Monza</b> , frame: chrome, seat upholstery imitation leather, seating height: 86 cm, stool Ø: 34 cm	white	20.00
	BH2	Folding bar stool <b>Forli</b> , frame: chrome, wooden seat, seating height: 74 cm, stool width: 33 x 33 cm	<input type="checkbox"/> white <input type="checkbox"/> black <input type="checkbox"/> natural	19.00
	BH3	Bar stool <b>Zett</b> , frame: chrome, seating height: 82 cm, stool Ø: 35 cm, seat upholstery: imitation leather	<input type="checkbox"/> white <input type="checkbox"/> black <input type="checkbox"/> beech	23.00
	BH4	Bar stool <b>Siena Bar</b> , frame: chrome, seat/back leather, seating height: 71 cm, stool width: 42 cm	gray	34.00
	BH5	Bar stool <b>Carlo</b> , frame: chrome, seat imitation leather, seating height: 77 cm, stool width Ø: 34 cm	black	28.00
	BH6	Bar stool <b>Miura</b> , frame: plastic, seat plastic, seating height: 78 cm, stool width: 47 cm	<input type="checkbox"/> black <input type="checkbox"/> white <input type="checkbox"/> green <input type="checkbox"/> orange <input type="checkbox"/> blue	36.00
	BH8	Bar stool <b>Miura</b> , height-adjustable, frame: matt-finished chrome, seat plastic, seating height: 48 – 79 cm, stool width: 38 cm	transparent	62.00
	BH12	Bar stool <b>Net</b> , frame: matt-finished chrome, netting seat and back, seating height: 77 cm, chair width: 40 cm	<input type="checkbox"/> gray <input type="checkbox"/> black	33.50
	BH13	Bar stool <b>Catifa Bar</b> , frame: chrome, seat: white polypropylene, colored back, seating height: 76 cm, stool width: 62 cm	<input type="checkbox"/> light gray <input type="checkbox"/> green <input type="checkbox"/> red <input type="checkbox"/> mocha <input type="checkbox"/> blue	45.00
	BH14	Bar stool <b>Lem</b> , frame: seat: wood, chrome stainless steel frame, height-adjustable, seating height: 66 – 79 cm, chair width: 37 cm	<input type="checkbox"/> white <input type="checkbox"/> walnut	72.00
	BH15	Bar stool <b>Cube</b> , frame: chrome, seat upholstery: imitation leather, seating height: 80 cm, chair size: 33 x 33 cm	<input type="checkbox"/> white <input type="checkbox"/> black <input type="checkbox"/> red	42.00
	BH16	Bar stool <b>Lox</b> , frame: matt-finished chrome, height-adjustable, seat upholstery black leather, stool width: 45 cm, seating height: 68 – 77 cm, height: 72 – 81 cm, depth: 45 cm	black	72.00
	BH17	Bar stool <b>Hay Bar</b> , frame: soaped oak, seat: polypropylene, stool width: 50 cm, seating height: 75 cm, height: 86 cm, depth: 46 cm	white	47.00
	BH18	Bar stool <b>Volt Bar</b> , polypropylene stool width: 49 cm, seating height: 76 cm, height: 100 cm, depth: 48 cm	<input type="checkbox"/> white <input type="checkbox"/> black <input type="checkbox"/> beige <input type="checkbox"/> red <input type="checkbox"/> blue <input type="checkbox"/> yellow	28.00
	BH20	Bar stool <b>Coma</b> , frame: varnished aluminum, seat: polypropylene, stool width: 50 cm, seating height: 75 cm, height: 86 cm, depth: 46 cm	<input type="checkbox"/> white <input type="checkbox"/> black <input type="checkbox"/> red	45.00

## ■ Tables

Quantity	Item no.	Description	Color selection	EUR/unit
	T2	Table <b>Bari</b> , frame: Stahlrohr, white, dimensions: depth: 70 cm, height: 72 cm width: 70 cm	tabletop white	25.00
	T3	width: 160 cm		38.00
	T4	Table <b>Vero</b> , frame: chrome, dimensions: depth: 70 cm, height: 72 cm, width: 70 cm	<input type="checkbox"/> tabletop white <input type="checkbox"/> tabletop black	24.00
	T6	width: 110 cm	<input type="checkbox"/> tabletop white <input type="checkbox"/> tabletop black	29.00
	T7	width: 130 cm	<input type="checkbox"/> tabletop white <input type="checkbox"/> tabletop black	34.00
	T5	Table <b>Pisa</b> , frame: chrome, dimensions: Tiefe: 80 cm, height: 72 cm width: 80 cm	tabletop white with black trim	28.00
	T12	width: 120 cm		35.50
	T8	Table <b>Como</b> , frame: chrome, dimensions: 80 cm Ø, height: 74 cm	tabletop white with black trim	36.50
	T9	Table <b>Bistro</b> , frame: chrome, dimensions: Ø 80 cm, height: 72 cm	tabletop white	27.50

T10	Table <b>Gitrer</b> , frame: chrome lattice, dimensions: 80 cm Ø, height: 75 cm	tabletop gray with black trim	41.00
T11	Table <b>Nino 70</b> , frame: chrome, dimensions: Ø 70 cm, height: 74 cm	<input type="checkbox"/> tabletop white <input type="checkbox"/> tabletop black	37.00
T11E	Table <b>Enno 70</b> , frame: chrome, dimensions: 70 x 70 cm, height: 74 cm	<input type="checkbox"/> tabletop white <input type="checkbox"/> tabletop black	42.00
T14	Table <b>Enno 160</b> , frame: chrome, dimensions: 70 x 160 cm, height: 74 cm	<input type="checkbox"/> tabletop white <input type="checkbox"/> tabletop black	79.00
T18g	Table <b>Verra</b> , frame: chrome, dimensions: 70 cm Ø, height: 75 cm	tabletop frosted glass	72.00
T19	Table <b>Legna</b> , frame: chrome, dimensions: 70 cm Ø, height: 76 cm	tabletop beech	44.00
T22	Table <b>Dante</b> , frame: chrome, dimensions: 120 x 50 cm, height: 72 cm	white	75.00
T23	Table <b>Pepe</b> , frame: powder-coated metal, tabletop: MDF dimensions: 60 cm Ø, height: 75 cm	white	58.00
T25	Table <b>Milano</b> , frame: chrome, foldable, dimensions: 80 x 120 cm, height: 75 cm	<input type="checkbox"/> tabletop gray <input type="checkbox"/> tabletop white, black trim	31.00
T32	Table <b>Ypsilon</b> , frame: aluminum, polished, dimensions: 60 cm Ø, height: 72 cm	<input type="checkbox"/> tabletop white <input type="checkbox"/> tabletop black	48.00
T36	Table <b>Stylus</b> , frame: white metal, powder-coated, dimensions: 70 x 70 cm, height: 73 cm	white	60.00
T40	Table <b>Conference</b> , frame: chrome, boat shaped, dimensions: 80/70 x 160 cm, height: 72 cm	tabletop light gray	149.00
T50	Table <b>Turin</b> , frame: natural aluminum, width: 80 cm, height: 74 cm, length: 120 cm	tabletop white	79.00
T55	length: 160 cm		89.00
T50mB	length: 120 cm	tabletop gray with white trim	109.00
T55mB	length: 160 cm		119.00
TN60	Table <b>Levante 60</b> , melamine-faced decorative chipboard, dimensions: 60/60 cm, height: 75 cm	tabletop white	107.00
TN120	Table <b>Levante 120</b> , melamine-faced decorative chipboard, dimensions: 120/60 cm, height: 75 cm	<input type="checkbox"/> tabletop white <input type="checkbox"/> tabletop walnut	127.00
TN170	Table <b>Levante 170</b> , melamine-faced decorative chipboard, dimensions: 170/60 cm, height: 75 cm	tabletop white	137.00
K-1	Table <b>Rustica</b> with solid wood top, frame: metal  dimensions: K-1 150 cm wide, 50 cm deep, 80 cm high K-2 200 cm wide, 50 cm deep, 80 cm high K-3 200 cm wide, 60 cm deep, 80 cm high	tabletop natural wood	15.00
K-2			
K-3			

## ■ High Tables

Quantity	Item no.	Description	Color selection	EUR/unit
	T13	High table <b>Gitter</b> , frame: chrome lattice, dimensions: 60 cm Ø, height: 107 cm	tabletop gray with black trim	49.00
	T15	High table <b>Nino High</b> , frame: chrome, dimensions: 70 cm Ø, height: 110 cm	<input type="checkbox"/> tabletop white <input type="checkbox"/> tabletop black	42.00
	T15E	High table <b>Enno High 70</b> , frame: chrome, dimensions: 70 x 70 cm, height: 110 cm	<input type="checkbox"/> tabletop white <input type="checkbox"/> tabletop black	42.00
	T16	High table <b>Enno High 160</b> , frame: chrome, dimensions: 70 x 160 cm, height: 110 cm	<input type="checkbox"/> tabletop white <input type="checkbox"/> tabletop black	79.00
	T28	High table <b>Verra High</b> , frame: chrome, dimensions: 70 cm Ø, height: 110 cm	tabletop frosted glass	78.00
	T29	High table <b>Lenga</b> , frame: Chrome/beech, dimensions: 70 cm Ø, height: 115 cm	tabletop natural beech	53.00
	T30	High table <b>Lido High</b> , frame: white, foldable, dimensions: 70 cm Ø, height: 110 cm	white	26.00
	T31	High table <b>Dante High</b> , frame: chrome, dimensions: 120 x 50 cm, height: 112 cm	white	85.00

T33	High table <b>Ypsilon High</b> , frame: aluminum, polished, dimensions: 60 cm Ø, height: 110 cm	<input type="checkbox"/> white <input type="checkbox"/> black	53,00
THUS	High table <b>Stretch</b> , (Lido high table with stretch cover), dimensions: 70 cm Ø, height: 110 cm	<input type="checkbox"/> blue <input type="checkbox"/> green <input type="checkbox"/> yellow <input type="checkbox"/> red <input type="checkbox"/> white <input type="checkbox"/> charcoal	51.00
T60	High table <b>Levante High 60</b> , melamine-faced decorative chipboard, dimensions: 60 x 60 cm, height: 110 cm	white	110.00
T120	High table <b>Levante High 120</b> , melamine-faced decorative chipboard, dimensions: 120 x 60 cm, height: 110 cm	white	130.00
T170	High table <b>Levante High 170</b> , melamine-faced decorative chipboard, dimensions: 170 x 60 cm, height: 110 cm	white	140.00

## ■ Lounge Furniture

Quantity	Item no.	Description	Color selection	EUR/unit
	CB1	Armchair <b>Imola</b> , frame: chrome, upholstery leather, dimensions: 80 x 77 cm, 72 cm in height	<input type="checkbox"/> black <input type="checkbox"/> white	149.00
	CB2	Couch <b>Imola double</b> , frame: chrome, upholstery leather, dimensions: 130 x 77 cm, 72 cm in height	<input type="checkbox"/> black <input type="checkbox"/> white	299.00
	ST16	Armchair <b>Rondo</b> , upholstery imitation leather, dimensions: 70 cm in width, 58 cm in depth, 79 cm in height	<input type="checkbox"/> black <input type="checkbox"/> white	66.00
	ST24	Armchair <b>Galaxy</b> , frame: chrome, seat: upholstery, seating height: 41 cm, dimensions: 68 cm width, 63 cm in depth, 81 cm in height	<input type="checkbox"/> gray <input type="checkbox"/> purple	98.00
	ST26	Armchair <b>Arena</b> , imitation leather, dimensions: 67 cm in width, 68 cm in depth, 75 cm in height	<input type="checkbox"/> black <input type="checkbox"/> white	59.00
	ST27	Armchair <b>Cubico</b> , upholstery imitation leather, dimensions: 63 cm in width, 55 cm in depth, 74 cm in height	<input type="checkbox"/> black <input type="checkbox"/> white <input type="checkbox"/> red	72.00
	ST28	Armchair <b>Arena double</b> , upholstery imitation leather, seating height: 44 cm, dimensions: 118 cm width, 68 cm in depth, 75 cm in height	<input type="checkbox"/> black <input type="checkbox"/> white	98.00
	LS	Seat <b>Luca</b> , frame: chrome, imitation leather, dimensions: 60 x 60 cm, Seating height: 45 cm	white	75.00
	LS1	Seat <b>Luca I</b> , frame: chrome, imitation leather, 1 back rest, dimensions: 60 x 60 cm, Seating height: 45 cm	white	100.00
	LS2	Seat <b>Luca I</b> , frame: chrome, imitation leather, 2 back rests, dimensions: 60 x 60 cm, Seating height: 45 cm	white	125.00
	SW	<b>Cube</b> seat, upholstery black imitation leather, dimensions: 43 cm in length, 43 cm in depth, 43 cm in height	black	14.50
	SL	Seat <b>Lümmel</b> , with fabric cover, dimensions: 31 cm in width, 53 cm in depth, 69 cm in height	<input type="checkbox"/> black <input type="checkbox"/> red	45.00
	LB45	Lounge bench <b>Capri</b> , imitation leather, seating height: 45 cm dimensions: 45 x 45 cm	<input type="checkbox"/> black <input type="checkbox"/> white	27.00
	LB90	dimensions: 90 x 45 cm	<input type="checkbox"/> black <input type="checkbox"/> white	55.00
	LB160	dimensions: 160 x 45 cm	<input type="checkbox"/> black <input type="checkbox"/> white	95.00
	LT	Lounge table <b>Capri</b> , height: 45 cm, width: 45 cm, length: 90 cm, varnished	<input type="checkbox"/> black <input type="checkbox"/> red <input type="checkbox"/> white	79.00
	LT1	Lounge table <b>Toledo</b> , height-adjustable, frame: chrome matt, dimensions: 60 x 40 cm, height: 54–73 cm	white	70.00
	LT2	Side table <b>Lorca</b> , frame: chrome matt, dimensions: 46 x 46 cm, height: 63 cm	white	45.00
	LT3	Side table <b>Arona</b> , height-adjustable, frame: chrome, dimensions: 51 cm Ø, height: 56–90 cm	tabletop glass	55.00
	LT4	Side table <b>Pepe Low</b> , frame: metal, powder-coated, varnished/veneered, dimensions: 60 cm Ø, height: 53 cm	white	55.00
	LT5	Side table <b>Levante Low 45</b> , melamine-faced decorative chipboard, dimensions: 45 x 45 cm, height: 45 cm	white	62.00
	LW	Lounge table <b>Lumino</b> , illuminated, height: 46 cm, width: 43 cm, length: 43 cm	white	48.00

	CTR	Couch table <b>Verra Chouch</b> , frame: chrome, dimensions: 70 cm/80 cm Ø, height: 60 cm	<input type="checkbox"/> tabletop frosted glass <input type="checkbox"/> tabletop black	75.00
	CT	Couch table <b>Amalfi</b> , frame: chrome, dimensions: 90 cm in length, 90 cm in depth, 46 cm in height	tabletop glass	130.00
	EL	Standard lamp <b>Bilbao</b> , frame: chrome, dimensions: 102 cm in height		85.00
	EL1	Standard lamp <b>Zaragoza</b> , frame: steel, 230 V, 53 W dimensions: 32 cm Ø, 108 cm in height		75.00

## ■ Office Furniture/PC Desks/Consoles

Quantity	Item no.	Description	Color selection	EUR/unit
	D1	<b>Office swivel chair</b> , frame: black plastic, seat/back upholstery, seating height: adjustable 49–60 cm, chair width: 48 cm	charcoal	37.00
	D2	<b>Executive swivel chair</b> , seat: leather, seating height: from 45 to 52 cm, shair width: 59 cm	black	98.00
	SCT120	Desk <b>Udine</b> , frame: silver, dimensions: 80 cm in depth, 74 cm in height, top white width: 120 cm		99.00
	SCT160	width: 160 cm		109.00
	SCT120 mB	width: 120 cm	with white trim	129.00
	SCT160 mB	width: 160 cm		139.00
	RC	<b>Cabinet on rollers</b> , dimensions: 43.5 cm in width, 55 cm in depth, 60 cm in height	gray	65.00
	AKgr	<b>File cabinet</b> , lockable, wood, dimensions: 80 x 38 cm, 190 cm in height	light gray	130.00
	T35	<b>High desk</b> , frame: chrome, matte finish, dimensions: 85 cm width x 59 cm depth, height: adjustable from 78 to 111 cm	maple	55.00
	RP	<b>Lectern Speech</b> , height and inclination of top adjustable, frame: chrome plated or powder-coated	maple	99.00
	RP15	<b>Lectern Puro Speech</b> , varnished/veneered, dimensions: 60 cm width, 50 cm depth, 110 cm height	white	139.00
	PC3	<b>PC work console</b> , lockable, frame: natural aluminum, dimensions: 70 cm in width, 30 cm in depth, 100/120 cm in height	dark gray/beech	179.00
	PC15	<b>PC work console</b> , lockable, dimensions: 60 x 50 cm, 110 cm in height	white	155.00

## ■ Sideboards/Cabinets/Shelves

Quantity	Item no.	Description	EUR/unit
	SB10	Sideboard <b>Classico</b> , lockable, color: white, dimensions: 90 cm in width, 45 cm in depth, 80 cm in height	69.00
	SB15	Sideboard <b>Puro</b> , lockable, color: white, dimensions: 95 cm in width, 45 cm in depth, 100 cm in height	145.00
	SBG	Sideboard <b>Dado</b> , lockable, color: gray, dimensions: 80 cm in width, 40 cm in depth, 80 cm in height	72.00
	TS	Counter/Cabinet <b>Leo</b> , color: gray/white, dimensions: 100 cm in width, 50 cm in depth, 108 cm in height, lockable	89.00
	TS2	Counter/Cabinet <b>Vigo</b> , color: white, dimensions: 100 cm in width, 50 cm in depth, 106 cm in height, lockable	99.00
	DG	Executive cabinet <b>Dino</b> , color: white, frame: natural aluminum, dimensions: 130 cm in width, 46 cm in depth, 92 cm in height, lockable	75.00
	RW	Roll-front cabinet <b>David</b> , lockable, color: white, dimensions: 53 cm in width, 42.5 cm in depth, 62.5 cm in height	26.00
	SF	<b>Locker cabinet</b> , 4 lockers, dimensions: 45 cm in width, 50 cm in depth, 180 cm in height	98.00

## ■ Bar/Info Counters

Quantity	Item no.	Description	Color selection	EUR/unit
	BT2	Bar counter <b>Octar Bar</b> , color: white, frame: natural aluminum, dimensions: 102 cm in width, 52 cm in depth, 85/110 cm in height	white	85.00
	BT2E	Bar counter <b>Octa Corner</b> , corner element, matches with BT2, dimensions: 52 x 52 cm (rounded), 85/110 cm in height	white	90.00
	BT3	Bar counter <b>Octa Round</b> , semi-circular front, can optionally be combined with Cool 140 refrigerator, lockable cabinet, top: slate-gray, dimensions: 120 x 107 cm, 90/108 cm in height	white	178.00
	IF	Information counter <b>Octa Info</b> , frame: white aluminum, dimensions: 103 cm in width, 52 cm in depth, 108 cm in height	white	69.00
	IFmS	IFmS: with sliding doors		95.00
	IFS	Information counter <b>Octa Info</b> , frame: natural aluminum, dimensions: 103 cm in width, 52 cm in depth, 108 cm in height	black	75.00
	IFSmS	IFSmS: lockable		105.00
	IF7	Information counter <b>Maxima Info</b> , acrylic glass, illuminated, aluminum/wood, dimensions: 108 cm in width, 68 cm in depth, 91 cm in height	<input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> green <input type="checkbox"/> yellow <input type="checkbox"/> blue	250.00
	BT7	Bar counter <b>Maxima</b> , acrylic glass, illuminated, aluminum/wood, dimensions: 108 cm in width, 68 cm in depth, 91/111 cm in height	<input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> green <input type="checkbox"/> yellow <input type="checkbox"/> blue	280.00
	BT7E	Bar counter <b>Maxima Corner</b> , matches BT 07, acrylic glass, illuminated, aluminum/shelf birch, dimensions: 68 cm in width, 68 cm in depth, 91/111 cm in height	<input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> green <input type="checkbox"/> yellow <input type="checkbox"/> blue	220.00
	BT10	Bar counter <b>Classico Bar</b> , lockable, color: white, frame: natural aluminum, dimensions: 95 cm in width, 45 cm in depth, 90/110 cm in height	white	95.00
	BT13	<b>Ice-cube-bar</b> , shelf with gray finish, dimensions: 115.5 cm in width, 55.5 cm in depth, 115.5 cm in height		225.00
	BT15	Bar counter <b>Puro Bar</b> , lockable, dimensions: 95 cm in width, 60 cm in depth, 90/110 cm in height	white	175.00
	BT15li	Bar counter <b>Puro Bar Light</b> , melamine-faced decorative chipboard, front: illuminated, dimensions: 120 cm in width, 60 cm in depth, 90 / 110 in height	white	290.00
	BTM	Bar counter <b>Munich Bar</b> , frame: white, front: semi-circular, dimensions: 173 cm in width, 70 cm in depth, 92/117 cm in height	<input type="checkbox"/> tube red <input type="checkbox"/> tube blue	215.00

## ■ Display Cabinets

Quantity	Item no.	Description	Color selection	EUR/unit
	TV1	Display counter <b>Vitreo</b> , lockable, frame: natural aluminum, dimensions: 102 cm in width, 52.5 cm in depth, 90 cm in height, height of glass: 20 cm		80.00
	TV2	Display counter <b>Vitreo</b> , lockable, with base cabinet, TV2 frame: natural aluminum, TV3 frame: white aluminum, dimensions: 102 x 52.5 cm in depth, 90 cm in height, height of glass: 20 cm		120.00
	TV3			120.00
	TV4	Display counter <b>Gigante</b> , lockable, frame: natural aluminum, dimensions: 144.5 cm in width, 70 cm in depth, 90 cm in height, height of glass: 22 cm		150.00
	TV5	Display counter <b>Gigante</b> , lockable, with base cabinet, frame: natural aluminum, dimensions: 144.5 cm in width, 70 cm in depth, 90 cm in height, height of glass: 22 cm		190.00
	TV7	Column-type display cabinet <b>Pico</b> , wood/acrylic glass, lockable body element, dimensions: 38 x 38 x 143 cm	<input type="checkbox"/> black <input type="checkbox"/> white	190.00
	TV10	Display counter <b>Classico Glas</b> , lockable, with base cabinet, frame: natural aluminum, dimensions: 95 cm in width, 45 cm in depth, 115 cm in height, height of glass: 25 cm		110.00
	TV15	Display counter <b>Puro Glas</b> , lockable, dimensions: 95 x 45 cm, 100 cm in height	white	235.00
	SV1	Display cabinet <b>Vitreo High</b> , lockable, with lighting, SV 2: with base cabinet		150.00
	SV2	frame: natural aluminum, dimensions: 104.5 cm x 55 cm, 180 cm in height, height of glass: 110 cm		195.00
	SV3	Display cabinet <b>Gigante High</b> , lockable, with lighting, SV 4: with base cabinet		230.00
	SV4	frame: natural aluminum, dimensions: 154 cm x 55 cm, 180 cm in height, height of glass: 110 cm		275.00

SV7	All-glass display cabinet <b>Verdi</b> , lockable, with lighting, frame: aluminum, dimensions: 50 cm in width, 50 cm in depth, 180 cm in height	190.00
SV8	All-glass display cabinet <b>Verdi II</b> , lockable, with lighting, frame: aluminum, dimensions: 101.4 cm in width, 50 cm in depth, 180 cm in height	260.00

## ■ Brochure Stands

Quantity	Item no.	Description	EUR/unit
	P1	Brochure stand <b>Legio</b> , 3 white racks, frame: aluminum, dimensions: 80 cm in width, 140 cm in height	38.00
	P1s	Brochure stand <b>Legio Big</b> , 3 racks for DIN A4 portrait format, frame: aluminum, dimensions: 30 cm in width, 140 cm in height	41.00
	P2	Brochure stand <b>Legio Tonda</b> , 12 rotating racks, for DIN A4 portrait format, frame: chrome, height: 170 cm	59.00
	P4	Brochure stand <b>Filo</b> , 6 racks for DIN A4 portrait format, light gray, base: black, dimensions: 44 cm in width, 160 cm in height	58.00
	P5	Brochure stand <b>Panel</b> , 2 racks for DIN A4 portrait format, silver, anodized aluminum panel, dimensions: 27 cm in width, 29 cm in depth, 128 cm in height	72.00
	P6	Brochure stand <b>Plexi</b> , 4 racks for DIN A4 portrait format, silver, anodized aluminum panel, racks: acrylic glass, dimensions: 25 cm in width, 158 cm in height	82.00
	P7	Brochure stand <b>Zick Zack</b> , 6 acrylic glass racks for DIN A4 portrait format, dimensions: 31 cm in width, 150 cm in height	95.00
	PLS	Poster stand <b>Enzo</b> , DIN A4, height-adjustable, color: silver/black	28.00

## ■ Kitchen Equipment

Quantity	Item no.	Description	EUR/unit
	MK	Fair kitchenette <b>Cook</b> , with built-in 140 l refrigerator, sink, swivel tap, 2 hotplates, water boiler (5.5 kW), dimensions: approx. 100 cm in width, 90 cm in height, 60 cm in depth	195.00
	MK2	Fair kitchenette <b>Cook II</b> , with built-in 140 l refrigerator, dishwasher, sink (no water boiler); dimensions: 120 cm in width, 90 cm in height, 60 cm in depth	350.00
	SP	Sink unit <b>Clean</b> , with basin, draining board, tap fitting and boiler (1.5 kW), dimensions: 100 cm in width, 85 cm in height, 50 cm in depth	110.00
	A100	Kitchen cabinet <b>Cira</b> , with 2 drawers and 2 doors, dimensions: 100 cm in width, 85 cm in height, 50 cm in depth	60.00
	ISM	<b>Quick-cycle dishwasher</b> , Power rating: 230 V/3.5 kW, Cycle length: approx. 3 minutes, dimensions: 62 cm in width, 60 cm in depth, 84 cm in height	580.00
	GSM	<b>Glass washer</b> , Power rating: 230 V/3 kW, cycle length: approx. 3 minutes, dimensions: 42.5 cm in width, 43.5 cm in depth, 75 cm in height	480.00
	HSM	<b>Household dishwasher</b> , Power rating: 230 V/1.3 kW, cycle length: approx. 30 minutes, Maße: 45 cm in width, 61 cm in depth, 85 cm in height	199.00
	MW	<b>Microwave oven</b> , power rating 700 W, dimensions: 45 cm in width, 34 cm in depth, 30 cm in height	60.00
	KM	<b>Coffee machine</b> , power rating: 230 V/1 kW, for 10 cups	39.00
	WK	<b>Kettle</b> , 1.5 l, Power rating: 230 V/1 kW	36.00
	KMJ	<b>JURA fully automatic coffee machine</b> with integrated grinder, water tank, bean container, integrated milk frother, power rating: 230 V / 2 kW	350.00
	KMN	Disc-filter coffee machine <b>Nespresso</b> , premium espresso machine 1.2 kW, dimensions: 19 x 38 cm	109.00
	KMN2	Disc-filter coffee machine <b>Nespresso II</b> , double espresso machine 2.4 kW, dimensions: 33 x 38 cm	149.00
	KAD	Nespresso " <b>Decaffeinato</b> ", decaffeinated espresso, 1 pack = 10 capsules	4.90
	KAL	Nespresso " <b>Livanto</b> ", well-balanced espresso, 1 pack = 10 capsules	4.90
	KAR	Nespresso " <b>Ristretto</b> ", strong espresso, 1 pack = 10 capsules	4.90
	KAV	Nespresso " <b>Vivalto</b> ", well-balanced "lungo" (110 ml), 1 pack = 10 capsules	4.90
	HPL	<b>2-element hotplate</b> , power rating: 230 V/2.5 kW	31.00
	MÜ	<b>Waste stand</b> incl. 5 x 120 l waste bags, frame: plastic, charcoal	33.00



## ■ Refrigeration Units

Quantity	Item no.	Description	EUR/unit
	KS140	Refrigerator <b>Cool 140 I</b> , with ice compartment, dimensions: approx. 55 cm in width, 60 cm in depth, 85 cm in height	61.00
	KS300	Refrigerator <b>Cool 300 I</b> , with separate freezer compartment, dimensions: approx. 55 cm in width, 60 cm in depth, 162 cm in height	136.00
	FKS180	Back-bar refrigerator <b>Bottle 180</b> , volume approx. 180 l, lockable, dimensions: approx. 60 cm in width, 60 cm in depth, 85 cm in height	83.00
	FKS360	Back-bar refrigerator <b>Bottle 360</b> , volume approx. 360 l, lockable, dimensions: approx. 60 cm in width, 60 cm in depth, 159 cm in height	173.00
	FKS500	Back-bar refrigerator <b>Bottle 500</b> , volume approx. 500 l, lockable, dimensions: approx. 76 cm in width, 66 cm in depth, 150 cm in height	195.00
	FKU360	Back-bar refrigerator <b>Bottle 360 Air</b> , fan-assisted refrigeration, dimensions approx.: W/D/H 60 x 61 x 164 cm	230.00
	FKG180	Back-bar refrigerator <b>Bottle 180 Glass</b> , with glass door, dimensions: 60 cm in width, 60 cm in depth, 85 cm in height	83.00
	FKG360	Back-bar refrigerator <b>Bottle 360 I Glass</b> , with glass door, dimensions: 60 cm in width, 55 cm in depth, 159 cm in height	300.00
	KS01	Refrigerator <b>Smeg</b> , volume approx. 200l, with freezer compartment (approx. 100l), color: red, door hinge on right, dimensions: approx. 66 cm in width, 60 cm in depth, 179 cm in height	195.00
	WKS	<b>Wine refrigerator</b> , 3 temperature areas, black, stainless steel door, capacity for 53 bottles, dimensions: 50 x 59 x 142 cm	310.00
	GFS300	<b>Freezer 300 I</b> , dimensions (W/D/H): 70 x 72 x 157 cm	155.00

## ■ Miscellaneous

Quantity	Item no.	Description	EUR/unit
	R1	<b>Storage shelving</b> , 5 white shelves, frame: aluminum, dimensions: 95 cm in width, 30 cm in depth, 185 cm in height	35.00
	R2	<b>Plastic shelving</b> , color: white, dimensions: 75 cm in width, 30 cm in depth, 170 cm in height	32.00
	AB	<b>Tape barrier</b> , post: silver, height: 76 cm, tape: black, max length: 230 cm, minimum order: 2	43.00
	S	<b>Free-standing mirror</b> , on wheels with adjustable tilt angle, frame: chrome, height: 175 cm, width: 60 cm	49.00
	PK	<b>Waste-paper bin</b> , plastic, black or gray	7.00
	PK2	<b>Waste-paper bin</b> , plastic, pivotable, available in various colors	11.00
	STA	<b>Free-standing ashtray</b> , frame: black, height: 60 cm	29.00
	SOT	<b>Sunshade with table</b> , wood/fabric, diameter of table: 90 cm	148.00
	TH	<b>Bag holder</b> , dimensions: 40 cm in width, 80 cm in height	35.00
	PW1	Notice board <b>Pin</b> , special surface (height = 120 cm), color: silver-gray	51.00
	PW1,5	dimensions: PW 1 95 cm wide, PW 1.5 136 cm wide, 250 cm in height	67.00

## ■ Coat Stands/Clothes Rails

Quantity	Item no.	Description	EUR/unit
	G1	Coat stand <b>Donna</b> , frame: chrome/black, 175 cm in height	20.00
	G2	Coat stand <b>Garda</b> , frame: chrome/beechn, 180 cm in height	20.00
	G3	Coat stand <b>Drago</b> , frame: silver-gray, 170 cm in height	20.00
	RV	<b>Clothes rail</b> , frame: chrome-plated, height-adjustable from 130 to 180 cm, length: 150 cm	20.00
	RR	<b>Clothes rail round</b> , frame: chrome-plated, height-adjustable, 80 cm Ø	38.00

## ■ Table/Chair Suites

Quantity	Item no.	Description	EUR/unit
	SG1	<b>Table/chair suite</b> , 1 table T10, 4 chairs ST14 gray	114.50
	SG3	<b>Table/chair suite</b> , 1 table T4, 4 chairs ST3 black	68.50
	SG5	<b>High table/chair suite</b> , 1 table T15 black, 2 bar stools BH12 black	98.50
	SG6	<b>High table/chair suite</b> , 1 table T15 white, 2 bar stools BH3 black	79.50

SG7	<b>High table/chair suite</b> , 1 table T120 white, 4 bar stools BH14	376.50
L1	<b>Small lounge</b> , 2 armchairs CB1, 1 couch table CTR	336.00
L4	<b>Lounge suite</b> , 2 lounge benches LB90 white, lounge bench LB160 white, 1 lounge table LT black	256.00
L5	<b>Table/chair suite</b> , 1 lounge table CTR, 3 arm chairs ST16 white	246.00
BK1	<b>Bar/counter suite</b> , 1 bar counter B03 with refrigerator KS140, 1 bar stool BH3 black	236.00
BK2	<b>Bar/counter suite</b> , 1 bar counter BT7 with background lighting, 1 bar stool BH8, electrical connection required	308.00

## ■ Rental conditions

1. The rental prices quoted are for the duration of the exhibition up to a maximum of 14 days and include delivery and collection within the exhibition grounds.
2. The rental prices do not include statutory VAT and are payable either before or during the fair.
3. If the hiring party chooses not to purchase insurance through the rental company, the hiring party shall be liable for loss or damage, from time of delivery up to the return of rented items, even if the hirer has already left the stand.
4. Lost or damaged rental items will be charged at the cost of replacement.
5. Cancellation of pre-ordered and reserved furniture and appliances will only be accepted up to 14 days prior to the event. Full rental price will be invoiced for cancellations subsequent to this deadline.
6. If unforeseeable circumstances require, the rental company reserves the right to supply the hiring party with equivalent or better substitutes in place of the ordered rental items.
7. No complaints will be acknowledged after the event has ended.
8. Place of jurisdiction for both parties is Fürstenfeldbruck.

### Important to note:

**The rental goods will be insured. The premium amounts to three percent of the rental price and will be charged to the hirer in addition.**

or:

- ☐ We do not require insurance and acknowledge our liability under the rental terms set out here.

## ■ Method of payment

**Orders received less than three days prior to the commencement of the event will be subject to a 30 % surcharge.**

The **electrical and water connections** required must be ordered separately using the appropriate forms issued by the organizer. An off-peak (night-time) electrical connection is needed for refrigeration equipment.

**Please indicate your method of payment:**

☐ **Advance payment (possible only up to 20 days prior to start of event)**

☐ **Credit card**

☐ MasterCard ☐ Visa Card ☐ AMEX Card

Name

Card number

Valid until

**Billing address:**

☐ as indicated on page 1

☐ differing billing address:

Name

Street/P.O. Box

Country/Town/Postcode

**Please indicate your VAT no. for invoicing order without VAT  
(for EU member states only)**

Place / date

Company stamp and legally binding signature of exhibitor

Seating



ST2 Asti



ST3 Luna



ST4 Vita



ST5 Eames



ST6 Bistro



ST7 Nero



ST8 BlaBla



ST9 Orbit



ST10 Swing



ST11 Tito



ST12 Net



ST13 Catifa



ST14 Siena



ST15 Siena Arm



ST17 Hay



ST18 Volt



ST20 Linos



ST21 Linos Arm



ST23 Sure



ST25 Plana



D9 Orbit II

Bar stools



BH1 Monza



BH2 Forli



BH3 Zett



BH4 Siena Bar



BH5 Carlo



BH6 Miura



BH8 Joker  
höhenverstellbar



BH12 Net



BH13 Catifa



BH14 Lem  
höhenverstellbar





































BH15 Cube

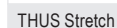


BH16 Lox

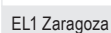
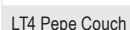
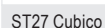
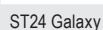


BH17 Hay Bar

		<b>Tables</b>			
BH18 Volt Bar	BH20 Coma		T2 Bari 70	T3 Bari 160	T4 Vero 70
					
T6 Vero 110	T5 Pisa 80	T12 Pisa 120	T7 Vero 130	T8 Como	T9 Bistro
					
T10 Gitter	T11 Nino 70	T11E Enno	T14 Enno 160	T18 Verra	T19 Legna
					
T22 Dante	T23 Pepe	T25 Milano	T32 Ypsilon	T36 Stylus	T40 Conference
					
T50/55 Turin	T50 / 55mB Turin mit Blende	TN60 Levante 60	TN120 Levante 120	TN170 Levante 170	K-1 / K-2 / K-3 Rustica
<b>High tables</b>					
	T13 Gitter	T15 Nino High	T15E Enno High 70	T16 Enno High 160	T28 Verra




































## Lounge Furniture



**Office Furniture/  
PC Work Desks/  
Consoles**



					
D2 Lusso	SCT120 / SCT160 Udine	SCT120mB / SCT160mB Udine with facing	RC Mobile pedestal cabinet	AKgr Filing cabinet, lockable	T35 High desk
				Sideboards/ Cabinets/ Shelves	
RP Speech	PC3 Octa PC	PC15 Puro PC	RP15 Puro Speech		SB10 Classico
					
SB15 Puro	SBG Dado	TS Leo	TS2 Vigo	DG Dino	RW David
	Bar/ Info Counters				
SF Locker cabinet		BT10 Classico Bar	BT2 Octa Bar	BT2E Octa Corner	BT3 Octa round
					
IF / IFmS Octa info	IFS / IFSmS Octa Info	IF7 Maxima info	BT7 Maxima Bar	BT7E Maxima Corner	BT13 Ice-Cube Bar
			Display Cabinets		
BT15li Puro Bar light	BT15 Puro Bar	BTM Munich Bar		TV1 Vitreo	TV2 / TV3 Vitreo





TV4 Gigante



TV5 Gigante



TV10 Classico



TV7 Pico



TV 15 Tischvitrine



SV1 Vitreo High



SV2 Vitreo High



SV3 Gigante High



SV4 Gigante High



SV7 Verdi



SV8 Verdi II

## Brochure Stands



P1s Legio



P1 Legio Big



P2 Tonda



P4 Filo



P5 Panel



P6 Plexi



P7 Zick Zack



PLS Enzo

## Kitchen Equipment



MK Cook



MK2 Cook II



SP Clean



A100 Cira



ISM Industrial dishwasher



GSM Industrial glasswasher



HSM Household dishwasher



MW Microwave oven



KM Coffee machine



KMN Nespresso



KMN2 Nespresso II



JURA fully automatic coffee machine

































## Refrigeration Units



KS140 Cool 140



KS140 Cool 300

					
FKS180 Bottle 180	FKG180 Bottle 180 Glas	FKS360 Bottle 360	FKS500 Bottle 500	FKU360 Bottle 360 Air	FKG360 Bottle 360 Glass
			Miscellaneous		
K01 Smeg	WKS Wine refrigerator	GFS 300 Upright freezer 300 l		PK2 Wastepaper bin	R1n Storage shelving
					
R 2 Storage shelving, plastic	AB Belt barrier	S Free-standing mirror	SOT Sunshade with table	TH Taschenhalter	PW1 / PW1,5 Pin
Coat Stands / Clothes Rails					
	G1 Donna	G2 Garda	G3 Drago	RV Clothes rail	RR Clothes rail, round
Table/ Chair Suites					
	SG1 Table/Chair suite	SG3 Table/Chair suite	SG5 High table/ Chair suite	SG6 High table/ Chair suite	SG7 High table/ Chair suite
					
L 1 Small lounge	L 4 Lounge suite	L5 Table/Chair suite	BK1 Bar/Counter suite	BK2 Bar/Counter suite	

### Contact and invoicing:

Gahrens + Battermann GmbH  
Daimlerstraße 18 | 85748 Garching bei München | Germany  
Tel. +49 89 614557-0 | Fax +49 89 614557-57  
muenchen@gb-mediensysteme.de | www.gb-mediensysteme.de  
In the Atrium, in front of Hall B4 – B4.3 | Tel1 +49 89 949-24916

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

We herewith order on the rental terms quoted (kindly note that your signature is required on page 3):  
All prices quoted are in euro and include costs for rental, transport, set-up and dismantling. Prices do not include VAT.

## LCD displays

Quantity	Item no.	Description	1 day	3 days	4 days	5 days	6 days	7 days	9 days
	01	23"/58.4 cm LCD display, 16:9, video/data up to 1920 x 1080, <b>FULL HD</b> , incl. wall support and speakers	<input type="checkbox"/> 110.00	<input type="checkbox"/> 135.00	<input type="checkbox"/> 150.00	<input type="checkbox"/> 160.00	<input type="checkbox"/> 169.00	<input type="checkbox"/> 175.00	<input type="checkbox"/> 185.00
	02	32"/80 cm, LED display, 16:9, Video/data up to 1920 x 1080, <b>FULL HD</b> , incl. wall support and speakers	<input type="checkbox"/> 234.00	<input type="checkbox"/> 289.00	<input type="checkbox"/> 317.00	<input type="checkbox"/> 338.00	<input type="checkbox"/> 351.00	<input type="checkbox"/> 365.00	<input type="checkbox"/> 393.00
	03	40"/101,6 cm, LCD display, 16:9, Video/data up to 1920 x 1080, <b>FULL HD</b> , incl. wall support and speakers	<input type="checkbox"/> 265.00	<input type="checkbox"/> 310.00	<input type="checkbox"/> 330.00	<input type="checkbox"/> 345.00	<input type="checkbox"/> 360.00	<input type="checkbox"/> 370.00	<input type="checkbox"/> 390.00
	04	46"/117 cm, LCD display, 16:9, Video/data up to 1920 x 1080, <b>FULL HD</b> , incl. wall support and speakers	<input type="checkbox"/> 299.00	<input type="checkbox"/> 398.00	<input type="checkbox"/> 454.00	<input type="checkbox"/> 495.00	<input type="checkbox"/> 523.00	<input type="checkbox"/> 550.00	<input type="checkbox"/> 605.00
	05	55"/138,8 cm, LED display, 16:9, Video/data up to 1920 x 1080, <b>FULL HD</b> , incl. wall support and speakers	<input type="checkbox"/> 450.00	<input type="checkbox"/> 595.00	<input type="checkbox"/> 650.00	<input type="checkbox"/> 745.00	<input type="checkbox"/> 815.00	<input type="checkbox"/> 875.00	<input type="checkbox"/> 930.00
	06	60"/152 cm, LCD display, 16:9, Video/data up to 1920 x 1080, <b>FULL HD</b> , incl. wall support and speakers	<input type="checkbox"/> 480.00	<input type="checkbox"/> 675.00	<input type="checkbox"/> 750.00	<input type="checkbox"/> 820.00	<input type="checkbox"/> 890.00	<input type="checkbox"/> 950.00	<input type="checkbox"/> 995.00
	07	70"/178 cm, LCD display, 16:9, Video/data up to 1920 x 1080, <b>FULL HD</b> , incl. wall support	<input type="checkbox"/> 750.00	<input type="checkbox"/> 890.00	<input type="checkbox"/> 1,100.00	<input type="checkbox"/> 1,250.00	<input type="checkbox"/> 1,390.00	<input type="checkbox"/> 1,520.00	<input type="checkbox"/> 1,590.00
	08	80"/203 cm, LCD display, 16:9, Video/data up to 1920 x 1080, <b>FULL HD</b> , incl. screenlifter	<input type="checkbox"/> 1,298.00	<input type="checkbox"/> 1,995.00	<input type="checkbox"/> 2,295.00	<input type="checkbox"/> 2,495.00	<input type="checkbox"/> 2,700.00	<input type="checkbox"/> 2,800.00	<input type="checkbox"/> 2,850.00
	09	98" LCD/LED display, 16:9, Video/Daten bis 3840 x 2160, UHD, inkl. Screenlifter	<input type="checkbox"/> 2,750.00	<input type="checkbox"/> 4,100.00	<input type="checkbox"/> 4,900.00	<input type="checkbox"/> 5,500.00	<input type="checkbox"/> 5,900.00	<input type="checkbox"/> 6,300.00	<input type="checkbox"/> 7,100.00
	10	Seamless LCD displays	on request						

## Touch displays

Quantity	Item no.	Description	1 day	3 days	4 days	5 days	6 days	7 days	9 days
	11	40"/102 cm LCD display, 16:9, video/data up to 1920 x 1080, <b>FULL HD</b> , incl. wall support and speakers	<input type="checkbox"/> 406.00	<input type="checkbox"/> 611.00	<input type="checkbox"/> 713.00	<input type="checkbox"/> 790.00	<input type="checkbox"/> 841.00	<input type="checkbox"/> 892.00	<input type="checkbox"/> 995.00
	12	46"/117 cm, LCD display, prime touch, 16:9, video/data up to 1920 x 1080, <b>FULL HD</b> , incl. wall support and speakers	<input type="checkbox"/> 516.00	<input type="checkbox"/> 769.00	<input type="checkbox"/> 895.00	<input type="checkbox"/> 990.00	<input type="checkbox"/> 1,053.00	<input type="checkbox"/> 1,116.00	<input type="checkbox"/> 1,243.00

## ■ Additional equipment available in conjunction with above items

Quantity	Item no.	Description	1 day	3 days	4 days	5 days	6 days	7 days	9 days
	13	Designer floor stand up to 60"	<input type="checkbox"/> 65.00	<input type="checkbox"/> 109.00	<input type="checkbox"/> 132.00	<input type="checkbox"/> 148.00	<input type="checkbox"/> 159.00	<input type="checkbox"/> 170.00	<input type="checkbox"/> 192.00
	14	Designer floor stand 70"–80"	<input type="checkbox"/> 115.00	<input type="checkbox"/> 210.00	<input type="checkbox"/> 261.00	<input type="checkbox"/> 299.00	<input type="checkbox"/> 324.00	<input type="checkbox"/> 350.00	<input type="checkbox"/> 399.00
	15	DVD player (for DVD, audio CD, video CD), multinorm	<input type="checkbox"/> 10.00	<input type="checkbox"/> 18.00	<input type="checkbox"/> 18.00	<input type="checkbox"/> 18.00	<input type="checkbox"/> 18.00	<input type="checkbox"/> 18.00	<input type="checkbox"/> 18.00
	16	BluRay Player	<input type="checkbox"/> 35.00	<input type="checkbox"/> 50.00	<input type="checkbox"/> 50.00	<input type="checkbox"/> 50.00	<input type="checkbox"/> 50.00	<input type="checkbox"/> 50.00	<input type="checkbox"/> 50.00
	17	Mini HD USB media player	<input type="checkbox"/> 35.00	<input type="checkbox"/> 50.00	<input type="checkbox"/> 50.00	<input type="checkbox"/> 50.00	<input type="checkbox"/> 50.00	<input type="checkbox"/> 50.00	<input type="checkbox"/> 50.00

## ■ Large-display video / data projectors

Quantity	Item no.	Description	1 day	3 days	4 days	5 days	6 days	7 days	9 days
	18	3000 ANSI lumens, resolution 1024 x 768, incl. standard lens, (ultra-portable)	<input type="checkbox"/> 134.00	<input type="checkbox"/> 194.00	<input type="checkbox"/> 218.00	<input type="checkbox"/> 241.00	<input type="checkbox"/> 253.00	<input type="checkbox"/> 259.00	<input type="checkbox"/> 265.00
	19	4000 ANSI lumens, resolution 1920 x 1080, <b>FULL HD</b> , incl. standard lens 1.4–2.1:1	<input type="checkbox"/> 285.00	<input type="checkbox"/> 495.00	<input type="checkbox"/> 579.00	<input type="checkbox"/> 663.00	<input type="checkbox"/> 705.00	<input type="checkbox"/> 726.00	<input type="checkbox"/> 747.00
	20	Screen, 220 x 170, fast-fold, front projection, 4:3	<input type="checkbox"/> 250.00	<input type="checkbox"/> 335.00	<input type="checkbox"/> 375.00	<input type="checkbox"/> 396.00	<input type="checkbox"/> 418.00	<input type="checkbox"/> 439.00	<input type="checkbox"/> 450.00
	21	Screen, 238 x 143, fast-fold, front projection, 16:9	<input type="checkbox"/> 275.00	<input type="checkbox"/> 350.00	<input type="checkbox"/> 400.00	<input type="checkbox"/> 420.00	<input type="checkbox"/> 435.00	<input type="checkbox"/> 450.00	<input type="checkbox"/> 475.00
	22	Screens, other sizes	on request						

## ■ Lighting and LED systems available on request

## ■ Notebooks and computers (without monitor) – all with up-to-date operating systems and software in German

Quantity	Item no.	Description	1 day	3 days	4 days	5 days	6 days	7 days	9 days
	23	HP EliteBook, Intel Core i7 3rd gen., 2.7 GHz, random access memory (RAM): 8 GB DDR3, HD: 750 GB, 7200 rpm, Windows 7, MS Office 2010	<input type="checkbox"/> 150.00	<input type="checkbox"/> 220.00	<input type="checkbox"/> 255.00	<input type="checkbox"/> 280.00	<input type="checkbox"/> 300.00	<input type="checkbox"/> 320.00	<input type="checkbox"/> 355.00
	24	Mac Book Pro, Intel Core i5, 2.53 GHz, RAM: 4 GB (two 2 GB SO-DIMMs), 1066 MHz DDR3 SDRAM, Mac OS, Office for Mac	<input type="checkbox"/> 171.00	<input type="checkbox"/> 259.00	<input type="checkbox"/> 303.00	<input type="checkbox"/> 336.00	<input type="checkbox"/> 358.00	<input type="checkbox"/> 380.00	<input type="checkbox"/> 425.00
	25	Apple Mac Mini, mini desktop PC, Intel Core 2 Duo, 2.66 GHz, RAM: 4 GB DDR3 SDRAM, 1066 MHz, Windows 7, MS Office 2010	<input type="checkbox"/> 156.00	<input type="checkbox"/> 233.00	<input type="checkbox"/> 271.00	<input type="checkbox"/> 300.00	<input type="checkbox"/> 319.00	<input type="checkbox"/> 338.00	<input type="checkbox"/> 377.00
	26	Mini PC, Intel Core i7 Quad 2 GHz, main memory (RAM): 8 GB DDR3, hard drive 256 GB SSD, Windows 7, Office 2010	<input type="checkbox"/> 144.00	<input type="checkbox"/> 211.00	<input type="checkbox"/> 245.00	<input type="checkbox"/> 270.00	<input type="checkbox"/> 287.00	<input type="checkbox"/> 304.00	<input type="checkbox"/> 337.00
	27	Apple iMac 27", All-in-One, 1920 x 1080, Intel Core 2 Duo, 3.6 GHz, RAM: 4 GB DDR3 SDRAM, Win 7, MS Office 2010	<input type="checkbox"/> 198.00	<input type="checkbox"/> 308.00	<input type="checkbox"/> 364.00	<input type="checkbox"/> 390.00	<input type="checkbox"/> 390.00	<input type="checkbox"/> 390.00	<input type="checkbox"/> 390.00
	28	Apple iPad or Android tablet	on request						
	29	Flat rate for installation of other software/other operating system (e.g. Win 7 Engl. or Office 2010 Engl.)	30.00/Installation						

## ■ PC terminals

Quantity	Item no.	Description	1 day	3 days	4 days	5 days	6 days	7 days	9 days
	30	Profil No. 3, Intel Core 2 Duo, 2.53 GHz, RAM: 2.0 GB, HD: 250 GB (please ask for photo and infos)	<input type="checkbox"/> 395.00	<input type="checkbox"/> 591.00	<input type="checkbox"/> 689.00	<input type="checkbox"/> 763.00	<input type="checkbox"/> 812.00	<input type="checkbox"/> 861.00	<input type="checkbox"/> 959.00

## ■ Sound systems, each with sound mixing desk, active speakers, plug-in microphone, CD player or cassette deck

Quantity	Item no.	Description	1 day	3 days	4 days	5 days	6 days	7 days	9 days
	31	K+H PAS100 rechargeable speakers, all-in-one system, incl. wireless microphone (hand-held transmitter) and CD player	<input type="checkbox"/> 158.00	<input type="checkbox"/> 246.00	<input type="checkbox"/> 272.00	<input type="checkbox"/> 285.00	<input type="checkbox"/> 299.00	<input type="checkbox"/> 299.00	<input type="checkbox"/> 299.00
	32	For up to 50 persons/30 m² stand area	<input type="checkbox"/> 305.00	<input type="checkbox"/> 460.00	<input type="checkbox"/> 510.00	<input type="checkbox"/> 555.00	<input type="checkbox"/> 585.00	<input type="checkbox"/> 620.00	<input type="checkbox"/> 630.00
	33	For up to 100 persons/50 m² stand area	<input type="checkbox"/> 410.00	<input type="checkbox"/> 649.00	<input type="checkbox"/> 720.00	<input type="checkbox"/> 790.00	<input type="checkbox"/> 840.00	<input type="checkbox"/> 885.00	<input type="checkbox"/> 900.00
	34	DJ equipment, 2 x DJ CD players, 1 x DJ sound mixing desk (only in conjunction with item 28 or 29)	<input type="checkbox"/> 160.00	<input type="checkbox"/> 300.00	<input type="checkbox"/> 342.00	<input type="checkbox"/> 384.00	<input type="checkbox"/> 412.00	<input type="checkbox"/> 440.00	<input type="checkbox"/> 454.00
	35	Add-on: wireless microphone (option of handheld, clip-on or headset type) Sennheiser ew500 G3 734-776 MHz	<input type="checkbox"/> 60.00	<input type="checkbox"/> 119.00	<input type="checkbox"/> 137.00	<input type="checkbox"/> 155.00	<input type="checkbox"/> 167.00	<input type="checkbox"/> 179.00	<input type="checkbox"/> 184.00

We hereby order the following items from your above range subject to acceptance of the following terms and conditions:

- ☐ Video material PAL  
☐ Video material NTSC  
☐ Video material other format

Installation set-up date ( please indicate preferred date and time - morning/afternoon)

Contact with mobile phone number

Other presentation equipment such as monitor walls, back-projection screens, cameras, projectors, public address systems, effect lighting available on request. Please ask for our Media Rental Service catalog. We will be glad to provide comprehensive advice.

Kindly submit a detailed sketch of your stand with your order. We will confirm your order in writing immediately upon receipt.

Any contract agreed is concluded directly between the exhibitor and contracting company of Messe München GmbH. The specific terms of the contract can therefore only be agreed between the exhibitor and contracting Messe München GmbH's company.

In order to be able to confirm your order, we require your credit card details, i.e. card-issuing institute, card number, card holder and date of validity. In the case of American Express cards, we also need the card holder's address.

Place / date

Company stamp and legally binding signature of exhibitor

## ■ Rental conditions

### 1. Object of contract

Equipment is to be rented out on the basis of the individually agreed terms and conditions set out in the rental or service contract, which has precedence, as well as under the terms and conditions set out below. The following terms and conditions that are printed on the back of the delivery note accompanying the equipment are to be acknowledged as contractual at the latest upon delivery of the equipment to its place of use. The object of contract is constituted by the equipment detailed in the delivery note.

### 2. Period of rental

The period of rental is to be calculated in days/weeks. The minimum period of rental is one day. Days begun are to be counted in full. The period of rental begins with the arrival of the equipment at the place of use; it ends when the equipment arrives back at the lessor's premises.

### 3. Shipment/Despatch and costs

The shipment/despatch of the equipment is to be effected at the expense of the hirer by means of the lowest-priced mode of transport, unless the hirer has expressly stipulated a particular mode of shipment. The cost of a transport insurance policy taken out at the request of the hirer is to be at the hirer's expense. All logistical costs can be included in the rental or service amount agreed. Additional logistical costs attributable to a change in the amount of equipment, in the planned schedule of use of the equipment ordered by the hirer or place of use of the equipment that the hirer has arranged or is responsible for are payable by the hirer and are to be charged separately.

### 4. Transfer of risk

The transfer of risk is to come into effect at the time of collection or delivery (delivery note) and end upon return or collection of the rental equipment by the lessor.

### 5. Safeguarding the equipment

The hirer undertakes to secure the equipment rented against loss or damage from the point in time of the transfer of risk through to the point in time at which the transfer of risk returns to the lessor.

### 6. Insurance of the equipment

In order to protect himself from the consequences of the loss or damage of the equipment rented, the hirer should take out an appropriate indemnity insurance.

### 7. Use of the rented equipment

The rented equipment is the property of the lessor. The hirer must treat it with all due care, perform all duties connected with the possession, use and preservation in good repair of the equipment, and follow the lessor's recommendations with regard to its maintenance, care and use. The equipment may not be sublet. The hirer must keep the equipment in his own direct possession and only use it at the agreed places of use. The hirer agrees to enable the lessor to inspect the equipment at any time.

### 8. Guarantee

The lessor shall be responsible for ensuring that the rented equipment is in good working order at the time of the passage of risk. Any further claims are excluded as follows: should, at the time of the passage of risk, the equipment rented have a defect rendering it unsuitable for use in accordance with the terms of the contract, or reducing its usefulness to an extent equalling unsuitability for use, the hirer may either rectify the defect, exchange the defective equipment or rescind the contract as he deems fit. The rent agreed for the equipment/services concerned is to be reduced accordingly, proportionate to the time taken to restore good working order. The lessor can only be made liable for damages to the hirer while using the hired equipment if and as far as damage to property was caused intentionally or through gross negligence on the part of the lessor or his vicarious agents, and if and as far as injury to life, body or health was caused at least through the negligence of the lessor or his vicarious agents.

### 9. Liability of the hirer

The hirer is liable to the lessor for all damage arising out of the improper use of the rented equipment. The hirer is liable for the accidental loss or accidental damage of the equipment. In the event of an actual total loss, the hirer must indemnify the lessor for the replacement value of the equipment rented subject to the terms and conditions set out under item 16 below.

### 10. Licences

Where video and audio systems are operated, the image and sound reproductions played by the hirer are permissible only in accordance with the terms and conditions of the respective licence holder. In the case of computer systems, the software supplied may be used only on the individual item of equipment for which it was provided. Such software may be used only under the terms and conditions notified separately by the licence holder. In the event of the improper use of image and sound material as well as software, the hirer is to indemnify the lessor for any claims to damages the licence holders may file.

### 11. Rescission of contract by the hirer

If the hirer withdraws from the rental contract for reasons for which the lessor is not responsible, 30 % of the value of the order will be charged to the hirer as flat-rate damage compensation. If notice of rescission is given less than four weeks prior to the commencement of hire, 50 % of the rent will be due and payable; less than two weeks before, 75 %; and less than one week before, the full 100 % of the rent or service-rental fee shall be due for payment. The hirer reserves the right to prove to the lessor that the extent of the loss was smaller.

### 12. Third-party rights

The hirer is liable for all charges, claims and rights of lien of third parties in connection with the equipment hired. He is obliged to notify the lessor and furnish all necessary documents without delay if, during the life of the lease, the equipment is nonetheless taken in execution or in any other way claimed by third parties. The hirer is to bear all costs which may become necessary in order to secure the discontinuation of such intervention by third parties, in so far as such intervention was not directed solely against the lessor.

### 13. Delivery

The agreement of a date for rental is subject to the punctual availability of the given equipment for delivery. Unforeseeable events for which the lessor is not answerable, irrespective of whether they arise with the lessor or one of his suppliers, for example strike, lockout, damage resulting from an accident, stoppages, etc., entitle the lessor to rescind the lease or postpone the commencement of the lease by the duration of the hindrance, whereby the hirer is not entitled to claim for damages.

### 14. Provision of security

If the agreed rent should exceed the amount of 2.500 euros, the lessor is entitled to demand a payment in advance amounting to two thirds of the agreed rent or service-rental fee. Irrespective of this, the lessor may demand that the hirer furnish a security deposit equalling the current market value of the equipment. The security deposit is to be refunded without interest to the hirer upon expiry of the lease and return of the equipment to the lessor.

### 15. Payment of rent or service-rental charge

The rent or service-rental fee, plus value added tax, is immediately due and payable without deduction upon invoicing. Should the due date of payment of the lessor's invoices be exceeded by more than five days, the lessor is to charge interest on arrears of twelve percent above the discount rate of the European Central Bank as from the due date of payment. The hirer may only offset claims of the lessor, or exercise a right of retention, if the counterclaim is undisputed or has been pronounced legally effective.

### 16. Return of the rented equipment

The hirer must return the rented equipment to the lessor upon expiry of the agreed period of use and/or possession without delay and at his own expense and risk (cf. rental period as per item 2 above). If the rented equipment is not returned in a proper, orderly state, the hirer is to continue paying the agreed rental amount for the period required for the repair or replacement of the equipment concerned, notwithstanding any claims for compensation in excess of this asserted by the lessor.

### 17. Late return

Should the hirer fail to return the equipment on time (cf. rental period as per item 2 above), rent will be charged retrospectively for the period concerned. Moreover, the hirer must indemnify the lessor for all damages incurred as a result.

### 18. Final provisions

No verbal agreements have been reached. All amendments and additions to the contract and these terms and conditions must be agreed in writing. Should any individual provision of the contract or these terms and conditions be or become void, the validity of the remaining provisions hereof remains unaffected. The place of performance is the lessor's domicile. The venue for the settlement of disputes for both parties has been agreed as the nearest local court or district court within the jurisdiction of which the lessor's domicile falls. In the event that equipment is leased outside the Federal Republic of Germany, German law is to apply in addition to the terms and conditions agreed herein.

Bergisch Gladbach, Germany, January 2010  
*Models, prices and delivery terms are subject to amendment.*



### Contact and invoicing:

BTL Veranstaltungstechnik GmbH  
Dirnismaning 26 | 85748 Garching bei München | Germany  
Tel. +49 89 354760-0 | Fax +49 89 354760-29  
muenchen@btl.eu | www.btl.info  
Service office: Tel. +49 89 949-24910

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no. (EU countries)	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

We herewith order on the rental terms quoted (kindly note that your signature is required on page 3):

Inclusive prices for set-up day, duration of trade fair and dismantling day. These prices include delivery, installation, dismantling and stand-by exchange service during the trade fair! All prices are in euros and subject to VAT.

## Monitors

Quantity	Item no.	Description	1 day	2 days	3 days	4 days	5 days	6 days	7 days
	01	<b>24" LCD TFT monitor</b> , 16:10 width-height ratio, full HD 1920 x 1080, including tabletop stand	<input type="checkbox"/> 140.00	<input type="checkbox"/> 164.00	<input type="checkbox"/> 180.00	<input type="checkbox"/> 196.00	<input type="checkbox"/> 210.00	<input type="checkbox"/> 220.00	<input type="checkbox"/> 228.00
	02	<b>32" LCD TFT display</b> , 16:9 width-height ratio, full HD 1920 x 1080, including wall bracket and speakers	<input type="checkbox"/> 220.00	<input type="checkbox"/> 256.00	<input type="checkbox"/> 280.00	<input type="checkbox"/> 304.00	<input type="checkbox"/> 328.00	<input type="checkbox"/> 340.00	<input type="checkbox"/> 352.00
	03	<b>46"/47" LCD TFT display</b> , 16:9 width-height ratio, full HD 1920 x 1080, including wall bracket and speakers	<input type="checkbox"/> 335.00	<input type="checkbox"/> 395.00	<input type="checkbox"/> 435.00	<input type="checkbox"/> 475.00	<input type="checkbox"/> 515.00	<input type="checkbox"/> 535.00	<input type="checkbox"/> 555.00
	04	<b>55" LCD TFT display</b> , 16:9 width-height ratio, full HD 1920 x 1080, including wall bracket and speakers	<input type="checkbox"/> 390.00	<input type="checkbox"/> 480.00	<input type="checkbox"/> 540.00	<input type="checkbox"/> 600.00	<input type="checkbox"/> 660.00	<input type="checkbox"/> 690.00	<input type="checkbox"/> 720.00
	05	<b>Upright designer stand system for monitors</b> from 32" to 65". Only with order for monitor.	<input type="checkbox"/> 55.00	<input type="checkbox"/> 85.00	<input type="checkbox"/> 110.00	<input type="checkbox"/> 132.00	<input type="checkbox"/> 154.00	<input type="checkbox"/> 165.00	<input type="checkbox"/> 176.00
	06	<b>Monitors, various sizes, from 60" and larger</b>	on request						

## Seamless monitor walls

Quantity	Item no.	Description	1 day	2 days	3 days	4 days	5 days	6 days	7 days
	07	<b>Plasma &amp; LCD seamless walls</b>	on request						

## Play-back equipment, computers & accessories

Quantity	Item no.	Description	1 day	2 days	3 days	4 days	5 days	6 days	7 days
	08	<b>Apple MacBook Pro 15"</b> , Intel core i7/2.2 GHz/4 GB RAM/ 500 GB HD/AMD Radeon HD 6750M 512 MB/15.4" widescreen/ TB/HD camera/MacOSX	<input type="checkbox"/> 185.00	<input type="checkbox"/> 235.00	<input type="checkbox"/> 265.00	<input type="checkbox"/> 305.00	<input type="checkbox"/> 335.00	<input type="checkbox"/> 355.00	<input type="checkbox"/> 385.00
	09	<b>Apple iMac 21.5" All-in-one</b> , core i5/2.5 GHz/4 GB RAM/ 500 GB HDD/LED 1920 x 1080/AMD Radeon HD 6750 M 512 MB/ SD/keyboard/mouse	<input type="checkbox"/> 181.00	<input type="checkbox"/> 226.00	<input type="checkbox"/> 253.00	<input type="checkbox"/> 290.00	<input type="checkbox"/> 317.00	<input type="checkbox"/> 335.00	<input type="checkbox"/> 363.00
	10	<b>Apple iMac 27" All-in-one</b> , Quad core i5/2.7 GHz/4 GB RAM/ 1 TB HD/LED 2560 x 1440/AMD Radeon HD 6770M 512 MB/ superdrive/keyboard/mouse	<input type="checkbox"/> 205.00	<input type="checkbox"/> 262.00	<input type="checkbox"/> 297.00	<input type="checkbox"/> 340.00	<input type="checkbox"/> 375.00	<input type="checkbox"/> 400.00	<input type="checkbox"/> 435.00
	11	<b>Apple add-on:</b> Installation of Mac Office	per processor 30.00						
	12	<b>Apple add-on:</b> Installation of Windows und Windows Office	per processor 40.00						



13	<b>Apple iPad 9.7"</b> , Tablet/16 GB WiFi/iPad case/data cable/power supply, accessories: floor or table stand system for iPads, Kensington SecureBack on request	<input type="checkbox"/> 125.00	<input type="checkbox"/> 152.00	<input type="checkbox"/> 160.00	<input type="checkbox"/> 170.00	<input type="checkbox"/> 180.00	<input type="checkbox"/> 185.00	<input type="checkbox"/> 190.00
14	<b>Notebook, current model</b> , including Windows operating system and Windows Office (German)	<input type="checkbox"/> 160.00	<input type="checkbox"/> 197.00	<input type="checkbox"/> 220.00	<input type="checkbox"/> 250.00	<input type="checkbox"/> 272.00	<input type="checkbox"/> 285.00	<input type="checkbox"/> 305.00
15	<b>Medioplayer SD card, USB reader</b> , AVI/RM/RMVB/MKV/MOV/MP4/WEBM/DAT (VCD format)/VOB (DVD format)/MPG/TS/TP/3GP/etc. audio formats: WMA/WMV/APE/OGG/FLAC/AAC/etc.	<input type="checkbox"/> 40.00	<input type="checkbox"/> 47.00	<input type="checkbox"/> 52.00	<input type="checkbox"/> 58.00	<input type="checkbox"/> 62.00	<input type="checkbox"/> 65.00	<input type="checkbox"/> 70.00
16	<b>DVD player</b>	<input type="checkbox"/> 10.00	<input type="checkbox"/> 16.00	<input type="checkbox"/> 20.00	<input type="checkbox"/> 25.00	<input type="checkbox"/> 28.00	<input type="checkbox"/> 30.00	<input type="checkbox"/> 32.00
17	<b>Blue-ray player</b>	<input type="checkbox"/> 20.00	<input type="checkbox"/> 32.00	<input type="checkbox"/> 40.00	<input type="checkbox"/> 48.00	<input type="checkbox"/> 56.00	<input type="checkbox"/> 60.00	<input type="checkbox"/> 64.00
18	<b>Laser printer A4</b> , black and white, plus EUR 0.08 per printed page, w/o paper	<input type="checkbox"/> 105.00	<input type="checkbox"/> 110.00	<input type="checkbox"/> 114.00	<input type="checkbox"/> 120.00	<input type="checkbox"/> 126.00	<input type="checkbox"/> 129.00	<input type="checkbox"/> 132.00
19	<b>Laser printer A4</b> , color, plus EUR 0.08 per printed copy b/w, EUR 0.22 per printed color page, w/o paper	<input type="checkbox"/> 125.00	<input type="checkbox"/> 133.00	<input type="checkbox"/> 140.00	<input type="checkbox"/> 150.00	<input type="checkbox"/> 160.00	<input type="checkbox"/> 165.00	<input type="checkbox"/> 170.00

## ■ Data and video projectors

Quantity	Item no.	Description	1 day	2 days	3 days	4 days	5 days	6 days	7 days
	20	<b>3000 ANSI lumens</b> video/data, 1024 x 768, incl. standard lens	<input type="checkbox"/> 145.00	<input type="checkbox"/> 180.00	<input type="checkbox"/> 205.00	<input type="checkbox"/> 229.00	<input type="checkbox"/> 253.00	<input type="checkbox"/> 265.00	<input type="checkbox"/> 277.00
	21	<b>4500 ANSI lumens</b> video/data, 1024 x 768, incl. standard lens	<input type="checkbox"/> 180.00	<input type="checkbox"/> 235.00	<input type="checkbox"/> 275.00	<input type="checkbox"/> 310.00	<input type="checkbox"/> 351.00	<input type="checkbox"/> 370.00	<input type="checkbox"/> 389.00
	22	<b>7000 ANSI lumens</b> video/data, 1280 x 800, incl. interchangeable lens	<input type="checkbox"/> 475.00	<input type="checkbox"/> 691.00	<input type="checkbox"/> 835.00	<input type="checkbox"/> 976.00	<input type="checkbox"/> 1.123.00	<input type="checkbox"/> 1.195.00	<input type="checkbox"/> 1.267.00
	23	<b>Further projectors 10,000, 20,000 ANSI...</b>	on request						
	24	<b>Screens</b> , e.g. 210 x 160 cm (4:3), others sizes and formats on request	<input type="checkbox"/> 80.00	<input type="checkbox"/> 98.00	<input type="checkbox"/> 110.00	<input type="checkbox"/> 120.00	<input type="checkbox"/> 135.00	<input type="checkbox"/> 140.00	<input type="checkbox"/> 146.00

## ■ Interpretation technology/Audio guide systems

Quantity	Item no.	Description	1 day	2 days	3 days	4 days	5 days	6 days	days
	25	<b>Interpreter systems for simultaneous translation</b> including interpreter cabins	on request						
	26	<b>Audio guide (sound induction) system</b> comprising 1 x transmitter, 20 x receivers	<input type="checkbox"/> 235.00	<input type="checkbox"/> 325.00	<input type="checkbox"/> 385.00	<input type="checkbox"/> 455.00	<input type="checkbox"/> 525.00	<input type="checkbox"/> 570.00	<input type="checkbox"/> 640.00

## ■ Sound systems

Quantity	Item no.	Description	1 day	2 days	3 days	4 days	5 days	6 days	7 days
	27	<b>Active sound system, designer speakers</b> for up to 30 m <sup>2</sup> active speakers, radio microphone (optionally hand-held or clip-on)	<input type="checkbox"/> 195.00	<input type="checkbox"/> 234.00	<input type="checkbox"/> 260.00	<input type="checkbox"/> 312.00	<input type="checkbox"/> 351.00	<input type="checkbox"/> 377.00	<input type="checkbox"/> 403.00
	28	<b>LIVE sound system</b> for up to 40 m <sup>2</sup> , <b>SET</b> incl. 2 speakers, equalizer + amplifier, radio microphone (optionally hand-held or clip-on), sound mix desk, CD player	<input type="checkbox"/> 315.00	<input type="checkbox"/> 370.00	<input type="checkbox"/> 410.00	<input type="checkbox"/> 486.00	<input type="checkbox"/> 543.00	<input type="checkbox"/> 581.00	<input type="checkbox"/> 619.00
	29	<b>LIVE sound system</b> for up to 60 m <sup>2</sup> , <b>SET</b> incl. 4 speakers, equalizer + amplifier, radio microphone (optionally hand-held or clip-on), sound mix desk, CD player	<input type="checkbox"/> 388.00	<input type="checkbox"/> 460.00	<input type="checkbox"/> 505.00	<input type="checkbox"/> 595.00	<input type="checkbox"/> 667.00	<input type="checkbox"/> 715.00	<input type="checkbox"/> 760.00
	30	<b>Add-on for sound system:</b> Radio microphone (optionally hand-held or clip-on)	<input type="checkbox"/> 50.00	<input type="checkbox"/> 62.00	<input type="checkbox"/> 70.00	<input type="checkbox"/> 85.00	<input type="checkbox"/> 98.00	<input type="checkbox"/> 118.00	<input type="checkbox"/> 130.00

## ■ Lighting systems

Quantity	Item no.	Description	1 day	2 days	3 days	4 days	5 days	6 days	7 days
	31	LED floor spotlight, e.g. TOURLED 42 cm	<input type="checkbox"/> 33.00	<input type="checkbox"/> 42.00	<input type="checkbox"/> 47.00	<input type="checkbox"/> 52.00	<input type="checkbox"/> 58.00	<input type="checkbox"/> 60.00	<input type="checkbox"/> 63.00
	32	Daylight HQI floodlight, 150 watts	<input type="checkbox"/> 30.00	<input type="checkbox"/> 36.00	<input type="checkbox"/> 41.00	<input type="checkbox"/> 45.00	<input type="checkbox"/> 49.00	<input type="checkbox"/> 51.00	<input type="checkbox"/> 54.00
	33	Daylight HQI floodlight, 400 watts	<input type="checkbox"/> 35.00	<input type="checkbox"/> 44.00	<input type="checkbox"/> 50.00	<input type="checkbox"/> 56.00	<input type="checkbox"/> 62.00	<input type="checkbox"/> 65.00	<input type="checkbox"/> 68.00
	34	Special effects spotlights and moving heads, LED strips, LED pillars	on request						

## ■ Trusses

Quantity	Item no.	Description	1 day	2 days	3 days	4 days	5 days	6 days	7 days
	35	Trusses, 3-point/4-point, optionally in black or silver	on request						

## ■ BTL Veranstaltungstechnik München GmbH

Advisory service – Planning – Organization – Operating  
All media services provided

Tel. +49 89 354760-0      E-mail muenchen@btl.eu  
Fax +49 89 354760-29      www.btl.info

See the previous pages for extracts from our range. Please call us up or fax us this page.

We would be pleased to advise you during the planning stage as well as offering you a full service prior to, during and after the trade fair!

For short notice orders as of one week prior to the start of the event, we reserve the right to impose a surcharge. All offers are subject to availability and applicable only to Messe München GmbH trade shows held on the grounds of the Messe München Exhibition Center. We reserve the right to make such technical alterations as are deemed necessary.

Following receipt of your order, we will send you a written order confirmation. Please be sure to fill in your VAT number on page 1.

Any contract concluded exists directly between the exhibitor and the given contractor of Messe München GmbH.  
The General Terms of Business and rental of BTL Veranstaltungstechnik GmbH apply.

☐ Yes, I herewith order the products indicated for the exhibitor named on page 1.

☐ Please call me at the following phone number:

Installation set-up day and time (morning/afternoon) requested

Phone no.

Contact for delivery/installation on site with mobile phone number

Place / date

Company stamp and legally binding signature of exhibitor

## ■ General Terms and Conditions of Lease of BTL Veranstaltungstechnik GmbH

Amtsgericht Düsseldorf (registration court) – HRB 37566  
Managing Director: Michael Terwint

### 1. Applicability, Preface

- a) The following General Terms and Conditions of Lease (hereinafter "GTCL") are part of all our offers and contracts regarding a lease and shall also be applied to all future lease contracts with the Customer. As far as there are deliverables and performance (e.g. program compilations, planning, construction and assembly work) to be carried out on the basis of a lease contract, our General Terms and Conditions ("GTC") shall also apply in this context.
- b) We do not recognize any general terms and conditions of the hirer which are in opposition or deviate from our conditions of lease, unless we have explicitly consented in written form to their validity. Our GTCL shall also apply if we leave the lease object to the hirer unconditionally and without restriction despite our knowledge of general terms and conditions of the hirer which are in opposition or deviate from our GTCL. All agreements made between the hirer and us for the purpose of carrying out this contract are fixed in writing in the individual contract including these conditions.
- c) Our offers are subject to change unless they have been explicitly marked as binding. The lease contract is considered as awarded upon receipt of our written order confirmation or when the lease object is handed over.
- d) "Consumer" in the sense of these GTCL is a natural person unless the purpose of conveyance of the lease object is of commercial nature or can be attributed to his or her self-employed professional activity. Whereas "Entrepreneur" in the sense of the GTC are natural persons, legal entities or partnerships which act on behalf of their commercial or self-employed professional activity in the moment of concluding the contract. "Hirer" in the sense of these GTCL are Consumers and Entrepreneurs likewise.

### 2. Lease Object

Subject of the lease contract are the individual devices listed in our order confirmation including accessories. We reserve the right to replace the listed devices with other devices of the same quality.

### 3. Lease Period, Leasing Price, Deadlines, Force Majeure

- a) The lease period commences and ends at the points in time stated in the relevant lease contract, at the latest at the relinquishment and at the earliest at the restoration of the object of lease respectively.
- b) The rental fee to be paid is stated in the lease contract. If there is no rental fee included in the contract for individual relinquished items, the usually invoiced and appropriate rental fee shall apply.
- c) If we fail to deliver the leased device in time, the hirer shall grant us an appropriate period of grace.
- d) If the hirer should get into default of acceptance or if the hirer negligently breaches his obligation to co-operate, he is obliged to pay the rental fee in full for the period of default of acceptance or the period of default caused by the violation of the obligation to co-operate. We reserve the right to demand compensation for damages including any additional expenses.
- e) War, strikes, lock-outs, lack of raw materials and energy supply, operational and transport interruptions and official orders – also if such events make the execution of the business concerned uneconomical for the foreseeable future – as well as all cases of force majeure, any of which could also affect our suppliers, release us from our duties arising from the lease contract for the duration of the interruption and the scope of their effects. Such events entitle us to withdraw entirely or partly from the contract without granting the hirer being entitled to demand compensation.

### 4. Shipment, Packaging, Risk of Loss

- a) The shipment of lease objects is made in standard packaging only. Should the Entrepreneur request the lease object to be shipped to a place other than the agreed place of fulfillment, the risk of loss is passed on to the Entrepreneur as soon as the lease object is handed over to the transport company or when the leased object is loaded onto vehicles of the Entrepreneur. The route of shipment and the means of transport shall be determined by us unless otherwise agreed. This also applies if the means of transport and the transport company are selected by us and also if we bear the transport costs by way of exception. If the shipment should be delayed due to reasons the Hirer is responsible for, the risk of loss shall be passed on to the Hirer on the date when the Hirer upon receipt of the readiness for shipment notification.

- b) The Hirer shall make complaints with respect to transport damage directly to the transport company within the special time periods stipulated therefore and shall notify us thereof. Any Consumer's warranty rights remain unaffected by this provision.

### 5. Payment of the Rental Fee

- a) If the rental fee is to be paid in a single payment pursuant to the lease contract, the rental fee is due immediately after the agreed ending date of the lease and the invoiced amount shall be paid in full by the Entrepreneur within 30 days after the ending date of the lease, and by the Consumer within 30 days after receipt of our invoice. We reserve the right to fully or in part demand payment of the agreed rental fee in advance. If the rental fee is invoiced on a monthly basis, it shall be paid monthly in advance. b) We are not obliged to accept checks or bills of exchange. Checks and bills of exchange shall only be accepted on account of performance.
- c) If the Hirer defaults with a payment incumbent on him, we shall, irrespective of whether further default damage is claimed, be entitled to invoice default interest at the rate of five percentage above the ECB base rate for Consumers and at the rate of eight percentag above the ECB base rate for Entrepreneurs.
- d) Setting off a claim with counterclaims is excluded unless it takes place with a debt which has been recognized by us or has become res judicata. Rights of retention are excluded for Entrepreneurs. Consumers can only exercise a right of retention if their counterclaim is based upon the same contractual relationship.
- e) If there are doubts concerning the Hirer's solvency, particularly if there are payments in arrears, we can request securities and revoke agreed payment targets irrespective of further claims.
- f) We reserve the right of cession as well as the right of entitlement of a third party to collect our claim against the Hirer. The Hirer has to obey the directions of these third parties to whom we have ceded the claim and of the third parties we have permitted to collect the debt respectively. Any objections or exceptions of the Hirer remain unaffected.
- g) Payments with discharging effect can only be performed to PMF Factoring GmbH to which we have ceded our claims based upon the business relationship with the Hirer by means of a factoring contract. This does not apply to amounts of prepayment, up-front payment and downpayment.

### 6. Warranty, Compensation, Limitation of Liability

- a) If there are justified complaints due to defects of the lease object, we shall rectify the defect or replace the defective lease object with a faultless one depending on our choice or release the Hirer from the contract. If we have decided to rectify the defect or to replace the defective lease object with a faultless one and both remedies show to have failed ultimately, the Hirer shall be entitled to demand a termination of the leasing relationship.
- b) If the lease object is examined upon the Hirer's request and if the lease object does not show any defects during that examination, the Hirer shall reimburse the expenditure which we thus incurred or which came about due to work on the lease object.
- c) If the Hirer further processes the lease object or carries out modifications thereto, a warranty based on defects of the lease object is excluded.
- d) As far as nothing else is agreed upon in the contract, the following applies for our liability:
  - Our contractual and non-contractual liability is confined to claims that are based on intent or gross negligence, unless the violation affects an essential contractual duty. In case of the violation of such an essential contractual duty caused by ordinary negligence, the liability for compensation is limited to the, typically occurring, direct damage which was foreseeable in the moment of the conclusion of the contract.
  - The term essential contractual duty is defined as a duty whose fulfillment in the first place permits the duly execution of the contract and on whose observance the other party may rely under regular circumstances.
  - For Entrepreneurs the limitation of claims for compensation begins with the end of the month containing the closing date of the assignment irrespective of awareness, unless the claim can be based on intent.
  - The above limitations of liability equally apply to the liability of legal representatives and any auxiliary persons.

- The compulsory liability pursuant to the German Product Liability Act (Produkthaftungsgesetz), the pre-contractual liability, the liability for any guarantees or fraudulent intent as well as the liability for faulty damage to life, body and health remains unaffected.
- e) Compensation claims of the Hirer due to delays or the impossibility to lease are limited to the agreed rental fee of the delayed or missing lease object except in case of gross negligence or intent.

#### 7. Use and Maintenance of the Lease Object

- a) The Hirer is obliged to use the lease object with due care and in a proper way. In particular, the Hirer has to carefully observe the instructions for use and the recommendations for maintenance and care which were supplied with the lease object. The Hirer is furthermore obliged to insure the lease object in the manner common for this sector of industry, amounting to the replacement value.
- b) Serial numbers, manufacturer signs and other identification means which are attached to the lease object may not be removed, covered or distorted in any way.
- c) The Hirer is only entitled to carry out modifications, installations, extensions and similar work to the lease object with our prior written consent. Upon our request, the Hirer shall at the time of termination of the leasing contract be obliged to reproduce the previous condition of the lease object and bear the costs thereof. If we do not exercise this right at the time the leasing contract is terminated and if the Hirer returns the lease object in the condition produced by him, the Hirer cannot demand reimbursement of the costs incurred for the modification, installation, extension and similar work carried out to the lease object.
- d) The Hirer is responsible for all damage which occurs due to improper use of the lease object.

#### 8. Loss of the Lease Object

- a) The Hirer bears the risk of an accidental loss and an accidental deterioration of the lease object for the duration of the leasing contract. Such events do not release the Hirer from observing the duties accepted in the leasing contract, in particular, the payment of the rental fee. The Hirer is obliged to inform us in writing without delay should one of these events occur.
- b) If the Hirer is responsible for the loss or the deterioration of the lease object, the Hirer is obliged, depending on our choice, to put the lease object back in its contractual condition or to replace the lease object with another one of a similar quality and to transfer to us the ownership thereof or to reimburse the value of the lost or the loss of value of the deteriorated lease object. If we choose reimbursement, we shall, if possible, furnish the Hirer with a lease object of a similar quality in order to continue the lease contract.
- c) In the event that the lease object is lost or deteriorates due to reasons the Hirer is responsible for, the Hirer hereby assigns to us any future claims against insurers, to which the Hirer is entitled to in accordance with an insurance policy.

#### 9. Third-Party Rights, Information Requirements

- a) The Hirer is obliged to keep the lease object free of any and all third party rights brought to bear on the lease object. If such a right is claimed, the Hirer has to inform us thereof without delay. In particular, the Hirer shall inform us without delay via telephone of any announced or already processed garnishment, seizure or other third-party influence on the devices (e.g. by means of a levy of execution) and confirm this to us in writing or via facsimile within 24 hours. The Hirer shall make our rights of ownership clear to any third party and shall explicitly inform third parties of this, if necessary.
- b) The Hirer shall bear all costs incurred in asserting our legal rights in order to defend us against asserted third-party claims.

#### 10. Return of the Lease Object

- a) At the end of the lease period the Hirer shall duly and without delay return the lease object to us at the Hirer's expense and risk.
- b) If the return of the lease object is delayed by the Hirer, the Hirer shall pay the agreed rental fee pro rata for every day of delay as a minimum irrespective of any further claims of compensation.
- c) If the lease object is not returned in the same condition, the Hirer shall compensate us for the damage incurred, in particular pay the agreed rental fee pro rata for the duration of any repair. The Consumer is explicitly permitted to provide evidence for the fact that no damage has arose from rental default or that the damage is significantly lower than the flat charge claimed for the duration of the repair.

#### 11. Rescission of the Hirer

If the Hirer resigns from the lease contract due to reasons we are not responsible for, the Hirer has to pay flat-rate compensation amounting to 30 % of the contract value. If the rescission is effected less than four weeks prior to the beginning of the agreed leasing time we will assess 45 %, in case of less than two weeks we will assess 60 % and in case of less than one week we will assess 75 % of the contract value as a flat-rate compensation. If the rescission is effected during the agreed leasing time, every day of use of the lease object has to be recompensed fully, for every day of non-usage, we will assess 90 % of the contract value. The day of reception of the notification of rescission is considered as a full leasing day. The Consumer is explicitly permitted to provide evidence for the fact that no damage has arose from rental default or that the damage is significantly lower than the afore mentioned correspondent flat-rate compensation.

#### 12. Choice of Law, Preference of the German Copy, Place of Fulfillment, Court of Venue, Severability Clause

- a) The contract shall be governed by the law of the Federal Republic of Germany under exclusion of the United Nations Convention on Contracts for the International Sale of Goods (CISG). Regarding business relationships with Consumers this choice of law is applicable only as far as the Consumer does not lack the protection granted by compulsory law of the state where his habitual residence is located.
- b) This English language version of the GTCL is a translation of the original German Language version. If there are any contradictions or inconsistencies between the original German Language version of the GTCL and any version or translation of the GTCL in any other language the German Language version shall prevail.
- c) For the Entrepreneur and for us, the place of fulfillment and payment is our place of business.
- d) For Merchants, legal entities, public corporations or foundations under public law, the court of jurisdiction for all disputes arising from the contractual relationship, including its validity, shall be the competent court at our place of business or the general court of jurisdiction of such Hirer depending on our choice.
- e) Should any of the provisions contained in these GTC be legally invalid, the validity of the remainder of the contract's provisions shall remain unaffected by this circumstance.

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### Contact and invoicing:

Neumann & Müller GmbH & Co. KG  
Wettersteinstraße 1 | 82024 München | Germany  
Tel. +49 89 500361510 | Fax +49 89 500361599  
Messe.Muenchen@NeumannMueller.com | www.NeumannMueller.com  
Service office at the fair: Atrium, in front of Hall B1

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

We herewith order the following on the rental terms quoted (kindly note that your signature is required on page 3).  
All prices are quoted in euros and include the cost of rental, delivery, setting up and dismantling, but are exclusive of VAT.

### ■ LCD Displays also suitable for logo and still image presentations

Quantity	Item no.	Description	1 day	3 days	4 days	5 days	6 days
	01	27"/68 cm, LCD display, 16:9, full HD 1,920 x 1,080	<input type="checkbox"/> 135.00	<input type="checkbox"/> 185.00	<input type="checkbox"/> 190.00	<input type="checkbox"/> 195.00	<input type="checkbox"/> 205.00
	02	32"/82 cm, LCD display, 16:9, full HD 1,920 x 1,080	<input type="checkbox"/> 215.00	<input type="checkbox"/> 265.00	<input type="checkbox"/> 280.00	<input type="checkbox"/> 290.00	<input type="checkbox"/> 295.00
	03	40"/102 cm, LCD display, 16:9, full HD 1,920 x 1,080	<input type="checkbox"/> 230.00	<input type="checkbox"/> 310.00	<input type="checkbox"/> 330.00	<input type="checkbox"/> 345.00	<input type="checkbox"/> 360.00
	04	46"/117 cm, LCD display, 16:9, full HD 1,920 x 1,080	<input type="checkbox"/> 290.00	<input type="checkbox"/> 380.00	<input type="checkbox"/> 430.00	<input type="checkbox"/> 460.00	<input type="checkbox"/> 475.00
	05	55"/139 cm, LCD display, 16:9, full HD 1,920 x 1,080	<input type="checkbox"/> 345.00	<input type="checkbox"/> 470.00	<input type="checkbox"/> 510.00	<input type="checkbox"/> 540.00	<input type="checkbox"/> 570.00
	06	60"/152 cm, LCD display, 16:9, full HD 1,920 x 1,080	<input type="checkbox"/> 425.00	<input type="checkbox"/> 600.00	<input type="checkbox"/> 650.00	<input type="checkbox"/> 680.00	<input type="checkbox"/> 710.00
	07	70"/178 cm, LCD display, 16:9, full HD 1,920 x 1,080	<input type="checkbox"/> 545.00	<input type="checkbox"/> 700.00	<input type="checkbox"/> 750.00	<input type="checkbox"/> 780.00	<input type="checkbox"/> 810.00
	08	75"/190 cm, LCD display, 16:9, full HD 1,920 x 1,080	<input type="checkbox"/> 600.00	<input type="checkbox"/> 770.00	<input type="checkbox"/> 825.00	<input type="checkbox"/> 870.00	<input type="checkbox"/> 905.00
	09	80"/203 cm, LCD display, 16:9, full HD 1,920 x 1,080	<input type="checkbox"/> 800.00	<input type="checkbox"/> 900.00	<input type="checkbox"/> 1,145.00	<input type="checkbox"/> 1,280.00	<input type="checkbox"/> 1,390.00
	10	90"/228 cm, LCD display, 16:9, full HD 1,920 x 1,080	<input type="checkbox"/> 1,600.00	<input type="checkbox"/> 2,385.00	<input type="checkbox"/> 2,620.00	<input type="checkbox"/> 2,855.00	<input type="checkbox"/> 2,995.00
	11	95"/241 cm, LCD display, 16:9, full HD 1,920 x 1,080	<input type="checkbox"/> 2,095.00	<input type="checkbox"/> 3,185.00	<input type="checkbox"/> 3,515.00	<input type="checkbox"/> 3,845.00	<input type="checkbox"/> 4,090.00

Screens in sizes 32", 40", 46", 55" and 65" also available as touch displays.

### ■ Accessories & Players

Quantity	Item no.	Description	1 day	3 days	4 days	5 days	6 days
	12	Floor stand, height-adjustable for 40"–60" displays	<input type="checkbox"/> 55.00	<input type="checkbox"/> 110.00	<input type="checkbox"/> 140.00	<input type="checkbox"/> 170.00	<input type="checkbox"/> 190.00
	13	Floor stand for displays up to 90"	<input type="checkbox"/> 85.00	<input type="checkbox"/> 140.00	<input type="checkbox"/> 165.00	<input type="checkbox"/> 185.00	<input type="checkbox"/> 195.00
	14	DVD player	<input type="checkbox"/> 10.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 15.00	<input type="checkbox"/> 20.00	<input type="checkbox"/> 20.00
	15	SD card / USB player / BluRay player	<input type="checkbox"/> 35.00	<input type="checkbox"/> 45.00	<input type="checkbox"/> 45.00	<input type="checkbox"/> 50.00	<input type="checkbox"/> 50.00

	16	Laptop 15"	<input type="checkbox"/> 125.00	<input type="checkbox"/> 165.00	<input type="checkbox"/> 190.00	<input type="checkbox"/> 205.00	<input type="checkbox"/> 215.00
	17	Mac Mini, e.g. dual core i5 2.5 GHz / 4 GB graphics / 500 GB HD	<input type="checkbox"/> 125.00	<input type="checkbox"/> 185.00	<input type="checkbox"/> 225.00	<input type="checkbox"/> 250.00	<input type="checkbox"/> 265.00

Please note: items 12–17 only available in conjunction with items 1–11

## ■ PC Systems

Quantity	Item no.	Description	1 day	3 days	4 days	5 days	6 days
	18	Laptop 15"	<input type="checkbox"/> 165.00	<input type="checkbox"/> 225.00	<input type="checkbox"/> 255.00	<input type="checkbox"/> 275.00	<input type="checkbox"/> 295.00
	19	Laptop 17"	<input type="checkbox"/> 175.00	<input type="checkbox"/> 240.00	<input type="checkbox"/> 280.00	<input type="checkbox"/> 300.00	<input type="checkbox"/> 320.00
	20	MacBook Pro 15"	<input type="checkbox"/> 170.00	<input type="checkbox"/> 260.00	<input type="checkbox"/> 310.00	<input type="checkbox"/> 335.00	<input type="checkbox"/> 360.00
	21	Mac Mini, e.g. dual core i5 2.5 GHz / 4 GB graphics / 500 GB HD*	<input type="checkbox"/> 165.00	<input type="checkbox"/> 225.00	<input type="checkbox"/> 255.00	<input type="checkbox"/> 285.00	<input type="checkbox"/> 315.00
	22	All-in-one PC, 21.5"	<input type="checkbox"/> 150.00	<input type="checkbox"/> 220.00	<input type="checkbox"/> 275.00	<input type="checkbox"/> 295.00	<input type="checkbox"/> 315.00
	23	iMac 21.5"	<input type="checkbox"/> 170.00	<input type="checkbox"/> 260.00	<input type="checkbox"/> 310.00	<input type="checkbox"/> 335.00	<input type="checkbox"/> 360.00
	24	iMac 27"	<input type="checkbox"/> 195.00	<input type="checkbox"/> 295.00	<input type="checkbox"/> 350.00	<input type="checkbox"/> 380.00	<input type="checkbox"/> 395.00
	25	* Items 18–24 plus provision/installation of Windows and/or Office EUR 25.00 per processor					

Other PC systems and iPads available on request

## ■ Audio Guide / Interpreting Technology

Quantity	Item no.	Description	1 day	3 days	4 days	5 days	6 days
	26	Audio guide (person guide system) 1 x transmitter + 20 x receivers (incl. headphones)	<input type="checkbox"/> 230.00	<input type="checkbox"/> 410.00	<input type="checkbox"/> 470.00	<input type="checkbox"/> 520.00	<input type="checkbox"/> 560.00

Further interpreting and conference systems available on request

## ■ Sound Systems

Quantity	Item no.	Description	1 day	3 days	4 days	5 days	6 days
	27	A compact system incl. 1 speaker/radio microphone/CD player, tripod	<input type="checkbox"/> 170.00	<input type="checkbox"/> 240.00	<input type="checkbox"/> 270.00	<input type="checkbox"/> 280.00	<input type="checkbox"/> 290.00
	28	B system, small, suitable for ca. 40 m², 2 speakers, incl. 1 radio mic	<input type="checkbox"/> 310.00	<input type="checkbox"/> 410.00	<input type="checkbox"/> 475.00	<input type="checkbox"/> 520.00	<input type="checkbox"/> 570.00
	29	C system, medium-sized, suitable for ca. 60 m², 2–4 speakers, incl. 1 radio mic	<input type="checkbox"/> 450.00	<input type="checkbox"/> 565.00	<input type="checkbox"/> 645.00	<input type="checkbox"/> 690.00	<input type="checkbox"/> 730.00
	30	Additional radio microphone, hand-held transmitter/headset	<input type="checkbox"/> 50.00	<input type="checkbox"/> 90.00	<input type="checkbox"/> 115.00	<input type="checkbox"/> 140.00	<input type="checkbox"/> 160.00
	31	DJ set comprising 2 x CDJ or 2 x MKII, 1 x DJM	<input type="checkbox"/> 160.00	<input type="checkbox"/> 300.00	<input type="checkbox"/> 390.00	<input type="checkbox"/> 420.00	<input type="checkbox"/> 450.00
		Individual configuration on request	on request				

## ■ Projectors

Quantity	Item no.	Description	1 day	3 days	4 days	5 days	6 days
	32	LCD projector 4:3, 1,024 x 768, 2,500 ANSI lumens, < 2 kg	<input type="checkbox"/> 130.00	<input type="checkbox"/> 210.00	<input type="checkbox"/> 240.00	<input type="checkbox"/> 260.00	<input type="checkbox"/> 280.00
	33	LCD projector 16:9, full HD 1,920 x 1,080, 4,000 ANSI lumens, 3.4 kg	<input type="checkbox"/> 310.00	<input type="checkbox"/> 500.00	<input type="checkbox"/> 620.00	<input type="checkbox"/> 700.00	<input type="checkbox"/> 750.00
	34	Mobile screen, 16:9, 1.80 x 1.02 m, front projection	<input type="checkbox"/> 120.00	<input type="checkbox"/> 160.00	<input type="checkbox"/> 180.00	<input type="checkbox"/> 200.00	<input type="checkbox"/> 210.00
	35	Screen, 16:9, 2.28 x 1.33 m, front/rear projection	<input type="checkbox"/> 185.00	<input type="checkbox"/> 265.00	<input type="checkbox"/> 315.00	<input type="checkbox"/> 350.00	<input type="checkbox"/> 380.00
	36	Further projectors and screens	on request				

## ■ Seamless Displays (Sample configurations)

Quantity	Item no.	Description	3 days	4 days	5 days	
	37	Seamless LCD 46", 2 x 2 displays, 2.05 x 1.16 m	<input type="checkbox"/> 2,995.00	<input type="checkbox"/> 3,625.00	<input type="checkbox"/> 3,990.00	
	38	Seamless LCD 46", 3 x 3 displays, 3.08 x 1.74 m	<input type="checkbox"/> 6,190.00	<input type="checkbox"/> 7,390.00	<input type="checkbox"/> 8,120.00	

## ■ LED

Quantity	Item no.	Description
	39	We would be pleased to provide you a non-binding offer tailored to meet your specific needs.

## ■ Lighting & Truss Systems

Quantity	Item no.	Description
	40	We would be pleased to provide you a non-binding offer tailored to meet your specific needs.

You can contact us by telephone on **+49 89 500361510** or by e-mail at **Messe.Muenchen@NeumannMueller.com**.

We would be pleased to call you up for personal consultation at the following telephone number:

Short-notice orders may incur additional transportation costs and a late order surcharge.

The General Terms and Conditions of Business of Neumann&Müller GmbH & Co. KG apply.

When ordering, kindly enclose a sketch of your stand together with details of the planned location of the equipment ordered and the power distribution system.

Once we have received your order, we will contact you without delay to clarify any necessary details.

We would be pleased to broker insurance coverage on request. The hirer is liable for any loss.

**Other presentation equipment is available on request. We would be pleased to advise you personally at our exhibition service office or by telephone.**

Any contract concluded exists directly between the exhibitor and the contracting firm of Messe München GmbH. The specific terms of contract can therefore only be agreed between the exhibitor and Messe München GmbH's contracting firm.

Place / date

Company stamp and legally binding signature of exhibitor



## Contact and invoicing:

Able Catering GbR | Josef Able & Söhne  
Willy-Brandt-Allee 5 | 81829 München | Germany  
Tel. +49 89 949-28460 | Fax +49 89 949-28479  
catering@able-muenchen.de  
www.able-muenchen.de

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

We herewith order from your range of stand catering products and services on the delivery and general business terms quoted:

## ■ Hearty Snacks

Quantity	Description	Unit	EUR
	<b>Half rolls with toppings</b>		
	Set I – "Economy" <sup>1,5,9,B,D,F,G,H,I,K</sup> (salami, cooked ham, cheese)	15 items	34.50
	Set II – "Business" <sup>1,5,6,9,B,D,F,G,H,I,K</sup> (Milan salami, Parma ham, brie with cream cheese)	15 items	37.50
	Set III – "Exclusive" <sup>1,5,9,C,D,F,G,H,I,K,N</sup> (smoked salmon, tomato/mozzarella, roast beef)	15 items	40.50
	<b>Party rolls &amp; mini baguettes</b>		
	Set I – party rolls <sup>1,5,9,A,B,D,F,G,H,I,J,K,L,M</sup> (country ham, cheese, roast beef)	15 items	42.00
	Set II – mini grain breadsticks <sup>1,5,6,9,B,D,F,H,I,K,L,M</sup> (salami, brie with cream cheese, turkey breast)	15 items	42.00
	Set III – mini pretzelsticks <sup>1,4,5,6,7,8,9,A,D,F,I,J,K,L,M,G</sup> (Obatzda cheese spread, liver meat loaf, herb cream cheese)	15 items	42.00
	<b>Mini sliced bread set topped with</b>		
	Rocket cream cheese <sup>A,B,D,F,G,H,L</sup> Savory pepperoni/paprika cream cheese <sup>A,B,D,F,G,H,L</sup> Rosemary-apricot cream cheese <sup>A,B,D,F,G,H,I,L</sup> Bruschetta <sup>A,B,D,F,G,H,L</sup> Spicy feta/ajvar cream cheese <sup>A,B,D,F,G,H,L</sup>	30 items	75.00
	<b>Sandwiches with fillings</b> (minimum order quantity 10 per item)		
	Grain breadstick with camembert <sup>B,D,F,G,H,K</sup>	each	3.80
	Sourdough sandwich with salami and cheese <sup>1,5,9,B,D,F,G,H,I,K,M</sup>	each	3.80
	Ciabatta with turkey breast <sup>1,5,6,9,A,D,F,G,I,K</sup>	each	3.80
	French sandwich with Emmental cheese <sup>D,F,G,K</sup>	each	3.80
	<b>Wraps filled with</b>		
	Salmon cream cheese, crudités and salad <sup>C,D,F,G,I,J,K</sup>	12 items	36.00
	Savory cream cheese, crudités and salad <sup>D,F,G,I,J,K</sup> Chicken curry, crudités and salad <sup>D,F,G,H,I,J,K,L</sup>		

	<b>Mini savory cake set</b>		
	Mini savory cake with leek <sup>A,B,C,D,E,F,G,H,I,J,K,L,M,N</sup> Mini savory cake with onion <sup>A,B,C,D,E,F,G,H,I,J,K,L,M,N</sup>	20 items	56.00

## ■ From the Bakery

Minimum order quantity: 10 per item

Quantity	Description	Unit	EUR
	Rolls <sup>D,F,G,J,L</sup>	each	0.70
	Pretzel <sup>D,F,G,J,L</sup>	each	0.95
	Pretzel, buttered <sup>A,D,F,G,J,K,L</sup>	each	1.90
	Mini pretzel <sup>D,F,G,J,K</sup>	each	0.80
	Party rolls in a basket, mixed <sup>A,B,D,F,G,H,J,K,L</sup>	30 items	25.50

## ■ Fingerfood

Quantity	Description	Unit	EUR
	<b>Set I – Finger food "Bavarian"</b> (for approx. 5 pers.)		
	Suckling pig brawn <sup>A,B,D,F,G,H,I,J,K,L</sup> Bavarian mini burger <sup>1,5,9,A,B,D,F,G,H,I,J,K</sup> (party roll with veal meat ball, lettuce leaf and homemade sauce) Bavarian bruschetta <sup>D,F,G,I,J,K</sup> (slice of white bread with sauerkraut and pink pepper) Munich sausage salad <sup>F,I,J,K</sup> Savory cheese salad <sup>B,F,G,H,I,J,K</sup>	30 items	112,50
	<b>Set II – Finger food "Mediterranean"</b> (for approx. 5 pers.)		
	Parmesan flan with tomatoes <sup>B,F,G,H,K</sup> Caprese salad <sup>D,F,I,J,K,L,M</sup> Antipasti skewer <sup>D,F,I,J,K,L,M</sup> Chicken skewer with paprika and olive <sup>A,B,D,F,G,H,I,J,K,L</sup> Mini pumpernickel with smoked salmon <sup>A,B,C,D,E,F,G,H,I,J,K,L,N</sup>	30 items	122.50

Set III – Finger food “Cross-over” (for approx. 5 pers.)			
Vegetarian couscous salad <sup>A,B,D,F,H,I,J,K,L</sup> Goat cheese pyramid on ratatouille vegetables <sup>A,C,D,E,F,G,K,M</sup> Tartar of veal with apple jelly <sup>G,J</sup> Duck breast aspic sweet-sour with lemon mousse and cress salad <sup>A,B,C,D,F,G,H,I,J,K,L,M,N</sup> Chicken yakitori sticks with peanut dip <sup>A,B,D,F,G,H,I,J,K,L,M</sup>	30 items	130.00	

## Able's Bavarian Specialties

Quantity	Description	Unit	EUR
Hearty Munich snack stand (for approx. 6 pers.)			
	smoked Pfefferbeißer and Landjaeger sausages slices of bread topped with chives slices of bread topped with crackling fat (plus EUR 25 deposit per platter) <sup>1,5,6,9,A,D,F,G,I,J,K,L</sup>	each	35.00
Munich cold platter with (for approx. 6 pers.)			
	sausage/ham specialties, Pfefferbeißer and Landjäger sausages (smoked), radishes, fresh horseradish, selection of Bavarian cheese specialties with homemade chutneys, grapes and walnuts (plus EUR 25 deposit per platter) <sup>1,5,6,9,B,F,G,H,I,J,K,L,M</sup>	each	75.00
	Bread and pretzel basket (for approx. 6 pers.) <sup>A,B,D,F,G,H,I,J,L,M</sup>	each	12.00
Sausages			
	Bavarian white sausages (7 pairs) <sup>1,4,7,8,F,G,I,J,K,L,M</sup>	pack	22.00
	Viennese sausages (10 pairs) <sup>1,4,6,7,8,F,G,I,J,K,L,M</sup>	pack	28.00
	Sausage cooker	each/ day	30.00

## From the Soup Kitchen

Minimum order quantity: 5 liters per soup

Quantity	Description	Unit	EUR
	Munich potato soup with bacon <sup>A,F,G,I,J,K,M</sup>	liter	15.00
	Goulash soup with beef <sup>A,F,G,I,J,L,M</sup>	liter	21.00
	Chili con carne <sup>A,D,F,G,J,K,L,M</sup>	liter	21.00
	Carrot-coconut-ginger soup (vegetarian) <sup>A,B,F,G,I,J,K,M</sup>	liter	19.00
	Soup pot for approx. 8 liters, incl. ladle	per day	25.00
	Soup crockery/cutlery (bowl, spoon, saucer)	set per day	0.90

## Sweet Greetings from the Patisserie / Fresh & Fruity

Minimum order quantity: 10 items per type

Quantity	Description	Unit	EUR
	Petit fours, mixed <sup>A,B,D,F,G,H</sup>	each	2.80
	Mini pastries, mixed <sup>A,B,D,F,G,H</sup>	each	1.80
	Mini muffins, mixed <sup>A,B,D,F,G,H</sup>	each	1.60
	Mini croissants, natural <sup>A,D,F,G</sup>	each	1.60

	Mini croissants, sweet filling <sup>A,B,D,F,G,H</sup>	each	1,60
	Mini tray cake <sup>A,B,D,F,G,H</sup>	each	1,80
	Mini macaroons <sup>A,B,D,F,G,H</sup>	each	1,60
	Decorative fruit basket with fresh seasonal fruit (approx. 3.5 kg)	each	35,00

## Snacks for In-between

Quantity	Description	Unit	EUR
	Tee biscuits in a box <sup>B,D,F,H,L</sup>	1 kg	17.50
	Almonds, roasted <sup>B,F,H,L</sup>	100 g	3.30
	Wasabi nuts <sup>B,F,H,L</sup>	100 g	3.50
	Peanuts, salted <sup>B,F,H,L</sup>	100 g	2.20
	Pretzel sticks <sup>D,F</sup>	150 g	2.50
	Paprika crisps <sup>B,D,F,H,J,K,L,M</sup>	200 g	3.50
	Cereal bar <sup>A,B,D,F,G,H,J,K</sup>	each	1.20
	Celebration chocolate bar mix <sup>A,B,F,G,H,J,K</sup>	1 kg	27.50

## Beverages

plus deposit for bottles and crates

Quantity	Description	Unit	EUR
Soft drinks		Bottles	
	Mineral water still	20 / 0.2 l	17.50
	Mineral water still	12 / 0.75 l	19.50
	Mineral water sparkling	20 / 0.2 l	17.50
	Mineral water sparkling	12 / 0.75 l	19.50
	Apple juice <sup>9</sup>	30 / 0.2 l	34.50
	Apple juice <sup>9</sup>	6 / 1.0 l	25.00
	Orange juice <sup>9</sup>	30 / 0.2 l	34.50
	Orange juice <sup>9</sup>	6 / 1.0 l	25.00
	Cola <sup>3,5,9</sup>	24 / 0.33 l	31.20
	Cola <sup>3,5,9</sup>	12 / 1.0 l	34.50
	Cola light <sup>3,5,9</sup>	24 / 0.33 l	31.20
	Cola light <sup>3,5,9</sup>	12 / 1.0 l	34.20
	Organic apple spritzer <sup>4,5</sup>	20 / 0.25 l	35.00
	Organic currant spritzer <sup>4,5</sup>	20 / 0.25 l	35.00

We would be pleased to make you an offer for PET bottles on request.

Quantity	Description	Unit	EUR
Munich beer		Bottles	
	Munich lager beer	20 / 0.5 l	33.00
	Munich lager beer	24 / 0.33 l	33.00
	Munich lager beer, non alcoholic	24 / 0.33 l	33.00
	Wheat beer	20 / 0.5 l	35.00
	Wheat beer	24 / 0.33 l	35.00
	Wheat beer, non-alcoholic	24 / 0.33 l	35.00
	Pilsner beer	24 / 0.33 l	33.00

Munich beer, draft (kegs)			
Munich lager beer	30 l		99.00
Wheat beer	30 l		115.00
Pilsner beer	30 l		109.00

Delivery of 50-liter kegs for lager beer and wheat beer on request.

Wine		Bottles	
Able's house wine – white, dry	0.75 l		13.50
Able's house wine – red, dry	0.75 l		13.50

Prosecco		Bottles	
Able's house prosecco	0.75 l		9.90
Valdo prosecco	0.75 l		18.50

Champagne		Bottles	
Veuve Clicquot Brut	0.75 l		79.00
Ruinart Rosé	0.75 l		99.00

Coffee & Tea			
filter machine, fully automatic coffee machine	on request		
Nespresso capsule machine	per day		25.00
Nespresso intenso capsules	10 items		12.50
Nespresso espresso capsules	10 items		13.50
Nespresso decaffeinato capsules	10 items		14.00
Electric kettle	each		28.00
Earl Grey tea	20 bags		8.50
Peppermint tea	20 bags		8.50
Green tea	20 bags		8.50
Fruit tea	20 bags		8.50
Chamomile tea	20 bags		8.50
Coffee beans	1 kg		35.00
Coffee cream portions	240 items		12.50
Long-life milk, 3.5 %	1 l		1.90
Sugar sachets	100 x 4 g		6.50
Sweetener	500 pcs		4.80

## Hot Dog Mobile

Quantity	Description	Unit	EUR
	Hot dog stand	1st day	500.00
	each additional day	pro day	250.00
	Hot dogs incl. various toppings A,D,F,G,J,L,M	piece	3.00

We would be pleased to provide you with an individual quotation.

## Other

Quantity	Description	Unit	EUR
	Mustard portions A,F,G,I,K	each	0,25
	Ketchup portions F,G,I,K	each	0,25
	Mayonnaise portions A,F,G,I,K	each	0,30
	Napkins, white (33 x 33 cm)	250 items	14,50
	Cocktail napkins (24 x 24 cm)	250 items	14,50
	Tableware, glasses and cutlery		price on request
	Service staff		price on request
	Beer dispensing equipment countertop, five taps		price on request
	Beer dispensing equipment countertop, two taps		price on request
	CO <sup>2</sup> cylinder, 6 liters		price on request

## ■ Allergens & Additives

Kindly note the allergens & additives in our products listed below:

### Substances subject to mandatory declaration

#### Additives

1 Antioxidants	2 Emulsifiers	3 Colorings	4 Flavor enhancers	5 Preserving agents	6 Nitrite curing salt
7 Stabilizers	8 Acidifiers	9 Sweeteners	10 Thickeners	11 Sulfured	

#### Ingredients capable of triggering allergies and intolerances

A Eggs / Egg products	B Peanuts / Peanut products	C Fish / Fish products	D Cereals containing gluten
E Crustaceans / Crustacean products	F Lupins / Lupin products	G Milk / Milk products	H Nuts
I Sulfur dioxide / Sulfite	J Celery / Celery products	K Mustard / Mustard products	L Sesame / Sesame products
M Soya / Soya products	N Mollusks / Mollusk products		

We would like to point out that despite the greatest possible care being taken, our food may contain minor traces of allergens other than those declared due to the manual production of the food.

## ■ Important Notes

### Ordering procedure, follow-on orders

The above order – in the name and for account of the exhibitor quoted on page 1/ cover sheet – becomes valid upon the order confirmation by **Able Catering GbR, Josef Able & Söhne. Any contract agreed is concluded between the exhibitor and Messe München GmbH's accredited contractor. Kindly note that your signature and company stamp are required on this page 4 (below).**

You are kindly asked to send this order form back to us no later than seven working days prior to the start of the trade fair. Please note the minimum order quantities for food.

During the fair, follow-on orders can be placed for the following day by 14:00 at phone no. +49 89 949-28461 or by e-mail to catering@able-muenchen.de.

### Actual consumption, returns

On the last day of the trade fair, rental equipment, empties and unused beverages are collected. The returns collection charge per full crate is EUR 5.00. The precise time of collection will be agreed in the course of the morning of the last trade fair day. Please note that only complete units of unused items in their original packaging will be refunded. Any other items remaining on your stand (transport containers, equipment, etc.) will be collected after the fair is over. You are required to keep

items supplied to you in a safe place until they are collected from the stand and to have them handed over to our logistical staff by an authorized person. Any damage suffered by the rental equipment or malfunctioning determined during its use at the event is to be notified to our logistical staff upon the collection thereof.

### Scope of supply

The scope of supply includes delivery to the exhibition stand. A one-off transport charge of EUR 25.00 is raised per delivery. It does not cover any further personnel services. These can be ordered separately. Deliveries to conference rooms or restaurants at the exhibition center are only possible in conjunction with an order for staff support. We would be pleased to provide you with an individual quote for this. All prices are in Euro plus statutory value-added tax valid at the time of billing.

### Ingredients and allergens

Our products may contain ingredients and/or allergens that are subject to mandatory declaration. We would be pleased to answer any questions you may have in this respect. Detailed information about the ingredients and allergens that are subject to mandatory declaration will be made available to you with the order confirmation. Kindly inform your guests accordingly!

We have noted the General Terms and Conditions of Business set out on page 6 and accept them as a constituent part of this contract.

Place / date

Company stamp and legally binding signature of exhibitor

## ■ Method of Payment

For orders with an invoice address within Germany and an estimated net order value in excess of EUR 2,500.00, advance payment amounting to 75 % of the total cost of the order is due.

For orders with an invoice address outside Germany, advance payment amounting to 100 % of the total order value is due.

### ☐ By credit card

The advance/billing amount will be deducted from your credit card. The invoice will be sent to you by post. We accept AMERICAN EXPRESS, MASTER-CARD and VISA.

Please fill in your credit card details below:

☐ AMEX Card      ☐ MasterCard      ☐ Visa Card

\_\_\_\_\_  
Name of cardholder

\_\_\_\_\_  
Card number

\_\_\_\_\_  
Card validation number (3- or 4-digit code on rear of card)

\_\_\_\_\_  
Card valid until

### Other contacts with order authorization:

\_\_\_\_\_  
1st contact

\_\_\_\_\_  
2nd contact

### ☐ By invoice

The invoice will be sent to you by post. The invoice amount is due for payment without deduction immediately.

### Billing address

\_\_\_\_\_  
Department / Name

\_\_\_\_\_  
Street / P.O. Box

\_\_\_\_\_  
Postcode / Town / Country

**Any contract agreed is concluded between the exhibitor and Messe München GmbH's accredited service partner.**

\_\_\_\_\_  
Mobile no. during the fair

\_\_\_\_\_  
Mobile no. during the fair

Please deliver on \_\_\_\_\_ time (no earlier than): \_\_\_\_\_ no later than: \_\_\_\_\_

The beverages and equipment for your daily stand catering will be supplied to you on the last set-up day (in the absence of any specific agreement to the contrary).

## ■ General Terms and Conditions of Business for catering at exhibitions

### 1. Prices

All prices are in EURO plus statutory value-added tax. Should the period between the conclusion of contract and the commencement of the given event exceed six months, Able Catering GbR, Josef Able & Söhne reserves the right to change its prices. Any price adjustment of this kind can only be based on such circumstances as would lead to a reduction in profit for Able Catering GbR, Josef Able & Söhne, were the prices not to be adjusted (specifically in the case of an increase in the consumer price index, production and labor costs, or purchase prices).

### 2. Acceptance of order

All quotes are subject to change until such time as the order has been accepted (by way of order confirmation).

### 3. Number of participants

The customer undertakes to provide Able Catering GbR, Josef Able & Söhne with **binding written notification** the precise number of participants and the final choice of food and beverages **no later than seven working days prior to the event**. These specifications are considered a guaranteed content of contract and will be given due consideration when the final invoice is issued. Any orders for food, beverages, additional materials, personnel, etc. above and beyond that mentioned above will be charged separately at Able Catering GbR, Josef Able & Söhne list prices.

### 4. Complaints

Upon receipt or collection of the goods provided, the customer is to examine them for any obvious and recognizable defects in respect of their due nature and is to report any defects without delay.

The customer's warranty entitlements remain unaffected by this.

Any food and beverages ordered incorrectly by the customer cannot be exchanged. Any concealed defects in respect of the goods provided (perishable foodstuffs) must likewise be reported without delay. Able Catering GbR, Josef Able & Söhne assumes no liability whatsoever for incorrect storage on the part of the customer.

### 5. Payment

5.1 For orders with an invoice address within Germany and an estimated net order value in excess of EUR 2,500.00, advance payment amounting to 75 % of the total cost of the order is due. The residual amount is due with immediate effect upon receipt of the invoice issued at the end of the event. Payment by way of direct debit from a credit card is also possible.

5.2 For orders with an invoice address outside Germany, advance payment amounting to 100 % of the total order value is due. This invoice is sent to the customer immediately following order confirmation. Payment is to be made by credit card or bank transfer.

Invoices for additionally ordered items are due at the end of the event immediately upon receipt of invoice.

Should the advance payment exceed the amount set out in the final invoice issued at the end of the event, a refund will be paid to an account to be specified by the customer.

5.3 We require the customer's credit card details as a guarantee of order.

Only in cases where payment is not made within 21 days of receipt of invoice will the amount due be charged to the customer's credit card.

5.4 **The customer is to provide us with the correct billing address when ordering.** A handling fee of EUR 30.00 plus statutory VAT will be charged for the re-issuing of an invoice to a corrected invoicee (name, order number, address).

5.5 Default interest and reminder fees may be charged in cases of default of payment.

### 6. Loss of or damage to rental items

Any items rented are the responsibility of the customer and subject to the latter's due diligence from the time the items are handed over to the time of their return. In the case of any damage or loss for which the customer is to blame directly or which is attributable to him due to being caused notably by the customer's employees or guests, the cost of replacement or repair will be charged to the customer. The customer has the option of providing evidence to the effect that no damage has been incurred at all or that the cost of damage is less than that claimed. In such case, the customer's reimbursement obligation is limited to the amount proven by the former.

### 7. Retention of title

On all orders, Able Catering GbR, Josef Able & Söhne reserves its right of ownership to the goods supplied until such time as the purchase price is paid in full.

### 8. Cancellation / Termination

The contract may only be cancelled for good cause. **No reduction in the quantity of goods already ordered is possible in the case of food, beverages and stand equipment.**

### 9. Written form

Any agreements contrary or in addition to those set out here must be agreed in writing to become effective. No additional verbal agreements have been concluded outside the present contract. The written form requirement does not apply to additional orders placed verbally during the event.

### 10. Publication rights

The customer herewith agrees explicitly vis-à-vis Able Catering GbR, Josef Able & Söhne that the latter may use the event for advertising purposes and may notably use it at no cost and without restriction as a reference event in all relevant media (e.g. radio, television, press, Internet, company's own printed matter) including the publication of photos, whereby Able Catering GbR, Josef Able & Söhne is to give due consideration to privacy rights and third party rights in respect of photos of the parties concerned.

### 11. Court of jurisdiction and place of fulfillment

The contractual relationship is subject to German law. If the customer is registered as a commercial trader and the contract serves the operation of the former's commercial trade, Munich is deemed to be the court of jurisdiction and place of fulfillment for both contracting parties.

### 12. Severability clause

Should a provision set out in this contract be or become invalid or unenforceable, the validity of the other contractual provisions remains unaffected by this. The contracting parties undertake without delay to agree on a provision that comes as close as possible to the economically intended purpose of the invalid and/or unenforceable provision. The same applies to any gap or omission that may be identified in this contract.

By way of the above signature (page 4), our General Terms and Conditions of Business are deemed to have been accepted as a constituent part of this contract.



## ■ Product Impressions

### Savory Snacks



### Sweet Greetings from the Patisserie



### Fresh and Fruity



### Snacks for In-between



### From the Bakery



### Able's Bavarian Specialties



### Specialties Served in Jars



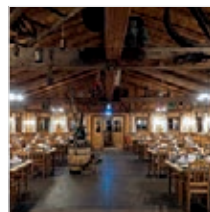
### From the Soup Kitchen



### Hot Dog Mobile



### Chalet Schloss- wirtschaft Oberschleißheim





### Contact and invoicing:

Käfer Service GmbH – Messegastonomie  
Am Messesee 4 | 81829 München | Deutschland  
Tel. +49 89 949-24200 | Fax +49 89 949-24209  
messe.catering@feinkost-kaefer.de | www.feinkost-kaefer.de

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

Mobile phone number during event \_\_\_\_\_

We herewith order on the rental terms quoted (kindly note that your signature is required on page 4):

The following order – in the name and for account of the above-mentioned exhibitor – becomes valid upon receipt of the confirmation of order issued by Käfer Service GmbH – Messegastonomie.

Please deliver on \_\_\_\_\_ at the earliest: \_\_\_\_\_ at the latest: \_\_\_\_\_  
The beverages and equipment for your daily stand catering will be supplied to you on the last set-up day.

## ■ Hearty Snacks

Quantity	Description	Unit	EUR
	<b>Tasty gourmet canapés with:*</b>	<b>each</b>	<b>3.30</b>
	Prawns & cocktail sauce <sup>A,D,E,G</sup>		
	Smoked salmon with dill cream <sup>5,C,D,G</sup>		
	Parma ham with melon <sup>5,6,D,G,H</sup>		
	Dry-cured ham (Coppa) with olive cream cheese <sup>5,6,D,G,H,J</sup>		
	Antipasti with dried tomatoes <sup>D,G,H,J</sup>		
	French soft cheese with grapes <sup>D,G</sup>		
	Tomato & mozzarella cheese with pesto <sup>D,G</sup>		
	Beef pastrami with mango chutney <sup>5,6,D,G,J</sup>		
	Roast beef with remoulade sauce <sup>A,D,G,J</sup>		
	Herb & cream cheese spread with chives <sup>D,G</sup>		
	Obazda (traditional Bavarian cream cheese with paprika) <sup>D,G</sup>		
	<b>Freshly baked party rolls:*</b>	<b>each</b>	<b>3.30</b>
	Smoked salmon & horseradish <sup>5,C,D,G</sup>		
	Boiled ham (leg) with cucumber <sup>5,D,G</sup>		
	Smoked turkey breast <sup>D,G</sup>		
	French soft cheese <sup>5,6,D,G</sup>		
	Mini pretzel roll with Obazda <sup>D,G</sup>		
	<b>Whole grain cheese-crustured hoagies with:*</b>	<b>each</b>	<b>3.50</b>
	Tilsit cheese with cucumber & tomato <sup>A,D,G</sup>		
	Beef pastrami with roasted onion & gherkin <sup>5,6,A,D,G</sup>		
	Bavarian meatloaf & coleslaw <sup>5,6,D,G</sup>		

Quantity	Description	Unit	EUR
	<b>Succulent potato bread sandwich with:*</b>	<b>each</b>	<b>3.50</b>
	Italian ham & rocket lettuce <sup>5,6,D,G,H</sup>		
	Smoked turkey breast & coleslaw <sup>5,6,D,G,J</sup>		
	Salami & cream cheese <sup>5,6,D,G</sup>		
	Tomato & mozzarella cheese with pesto <sup>D,G,H</sup>		
	<b>Käfer's wheatbread lolly filled with:*</b>	<b>each</b>	<b>2.10</b>
	Chicken, curry & pineapple <sup>A,B,D,G,H,J,K,L,M</sup>		
	Hummus & falafel <sup>D,F</sup>		
	Cheese, vegetables & egg <sup>A,D,G,H,J,K</sup>		
	Smoked turkey breast, rosemary & apricot <sup>5,6,A,D,G,H,J</sup>		
	Smoked salmon & wasabi <sup>5,A,C,D,G,J,K</sup>		
	Beef, red curry & lemon grass <sup>A,B,D,G,J,M</sup>		
	Tuna & olive <sup>A,C,D,G,J,K</sup>		
	Tomatoes, mozzarella & pesto <sup>D,G,H</sup>		
	<b>Hearty "pains carrés" with:*</b>	<b>each</b>	<b>2.40</b>
	Smoked salmon, chives & horseradish <sup>5,C,D,G</sup>		
	Boiled ham & herb and cream cheese spread <sup>5,6,D,G</sup>		
	Turkey ham & guacamole <sup>5,6,A,D,G</sup>		
	Salami & olive cream cheese <sup>5,6,D,G</sup>		
	Pastrami & pepper sweet cream cheese spread <sup>5,6,D,G</sup>		
	Emmental cheese & chives <sup>D,G</sup>		
	Bavarian liver meatloaf with sweet mustard <sup>5,6,D,G</sup>		

\*Minimum order: 10 per type & filling/topping  
Subject to product changes

## ■ Hearty Snacks

Quantity	Description	EUR
<b>International finger food*</b>		
	Bacalao (dried cod) balls with a herb dip <sup>A,C,G</sup>	0.80
	Mini "croustades" with salmon tartar & dill <sup>A,C,D</sup>	3.20
	Tempura prawns with wasabi mayonnaise <sup>A,B,E,G,L,M</sup>	3.20
	Skewer with Bavarian cheese specialities and mixed grapes <sup>G</sup>	2.10
	Tomato-mozzarella skewer with basil <sup>G,H</sup>	3.20
	Tête de moine with fig mustard on pumpernickel rounds <sup>D,G</sup>	3.20
	Savoury marinated chicken & pepper skewer <sup>5,A,D,G,H,M</sup>	2.70
	Meatball with BBQ sauce <sup>1,2,5,10,A,D,G</sup>	2.70
	Mini schnitzel of corn spring chicken with a cocktail dip <sup>A,D,G</sup>	2.70
<b>Savoury finger food from the bakery*</b>		
	Puff pastry confectionery:	
	– with ham & cheese <sup>1,4,5,6,11,A,D,G</sup>	0.80
	– with mountain cheese <sup>4,A,D,G</sup>	0.80
	– with salmon <sup>3,4,A,C,D,G</sup>	0.80
	Mini quiche:	
	– "Lorraine" with bacon & onions <sup>A,D,F,G,H,J</sup>	2.80
	– with sun-ripened tomatoes & leek <sup>A,D,F,G,H,J</sup>	2.80
	– with spinach & feta <sup>A,D,F,G,H,J</sup>	2.80
	Profiteroles baked with French Emmental cheese <sup>D,G</sup>	0.70

## ■ Sweet Temptation from the Patisserie\*

Quantity	Description	Unit	EUR
	French macaroons <sup>3,A,D,G,H</sup>	each	2.30
	Petit fours, mixed <sup>3,A,D,G,H</sup>	each	2.30
	Seasonal fruit fours, mixed	each	3.00
	Mini pastry <sup>A,D,G,H</sup>	each	1.70
	Mini muffins, mixed <sup>A,B,D,G,H</sup>	each	1.60
	Muffins, various types, mixed <sup>A,B,D,G,H</sup>	each	2.50
	Mini croissants with sweet filling <sup>A,B,D,G,H</sup>	each	1.50
	Freshly baked 'tray' cake, eachs approx. 6 x 6 cm <sup>A,B,D,G,H</sup>	each	2.00

## ■ Fresh &amp; Fruity

Quantity	Description	Unit	EUR
	Decorative fruit basket with fresh seasonal fruits (approx. 3.5 kg)	each	32.00
	Fresh fruit salad* (180 ml)	each	3.60

## ■ From the Bakery &amp; Patisserie\*

Quantity	Description	Unit	EUR
	Crispy wheat roll <sup>D</sup>	each	0.70
	Pretzel <sup>D</sup>	each	0.90
	Buttered pretzel <sup>D,G</sup>	each	1.90
	Mini pretzel <sup>D</sup>	each	0.75
	Buttered mini pretzel <sup>D,G</sup>	each	1.65
	French butter croissants <sup>A,D,G</sup>	each	1.60

## ■ Snacks for in between

Quantity	Description	Unit	EUR
	Tea biscuits (packed) <sup>2,3,A,D,G,H</sup>	1.0 kg	17.00
	Peanuts, salted <sup>B,H</sup>	1.0 kg	16.00
	Salt sticks <sup>D,L</sup>	75 g	1.25
	Potato chips, paprika <sup>3,D,G</sup>	200 g	3.00
	Mini chocolate bars <sup>2,A,B,D,G,H</sup>	1.5 kg	25.00

## ■ Sausages

Quantity	Description	Unit	EUR
	Munich Weisswurst sausages (pack with 7 port.) <sup>3</sup>	per pack	25.00
	Viennese sausages (pack with 10 portions) <sup>5,6,J</sup>	per pack	25.00
	incl. sweet or medium-hot mustard		

## ■ Soups

Quantity	Description	Unit	EUR
	Seasonal cream soup with butter croûtons (vegetarian) <sup>D,G,J</sup>	per l	15.00
	Munich potato soup with diced bacon & marjoram <sup>D,G,J,5,6</sup>	per l	15.00
	Spicy kettle goulash soup with finest beef <sup>D,G,J,5,6</sup>	per l	20.00

Minimum order per soup: 5 litres

To ensure top quality, the sausages and soups are delivered cold in disposable containers, to be warmed up on the stand. If you do not have the appropriate equipment, we would be pleased to provide you with it. Kindly ask for our quote.

\*Minimum order: 10 per type & filling / topping  
Subject to product changes.

## ■ Coffee &amp; Co

Quantity	Description	Unit	EUR
	Fully automated coffee machine	price upon request	
	Coffee beans	1 kg	35.00
	Espresso beans	1 kg	35.00
	Coffee machine for filter coffee**	each	69.00
	Coffee powder (Burkhof)	10 x 70 g	19.00
	Lavazza matinée** (for coffee & espresso only, tab system)	each	75.00
	Lavazza coffee tabs	100 tabs	98.00
	Lavazza espresso tabs	100 tabs	98.00
	Water boiler**	each	30.00
	Ronnefeldt Teavelope, Earl Grey	25 bags	9.50
	Ronnefeldt Teavelope, Camomile	25 bags	9.50
	Ronnefeldt Teavelope, Classic Green	25 bags	9.50
	Ronnefeldt Teavelope, Red Berries	25 bags	9.50
	Ronnefeldt Teavelope, Mountain Herbs	25 bags	9.50
	Portions of coffee cream	240 port.	12.50
	UHT milk 1.5 % fat content	1.0 l	2.00
	Sugar packs	1000 packs	25.00

\*\*Rental charge per trade fair

## ■ Beverages

Quantity	Description	Unit	EUR
<b>Freshly squeezed juices &amp; more</b> (stays fresh for 2 days if stored at 6 °C) Minimum order 6 l per kind per day. We kindly request advance order for the full show duration.			
	Orange juice	1.0 l	12.00
	Kiwirun (kiwi, apple)	1.0 l	12.00
	Orient Express (blackberry, raspberry, orange)	1.0 l	12.00
<b>Soft drinks</b>			
	Gerolsteiner Gourmet mineral water, medium	24 x 0.25 l	23.00
	Gerolsteiner Gourmet mineral water, medium	12 x 0.75 l	23.00
	Gerolsteiner Gourmet mineral water, still	24 x 0.25 l	23.00
	Gerolsteiner Gourmet mineral water, still	12 x 0.75 l	23.00
	Coca Cola	24 x 0.20 l	24.00
	Coca Cola	12 x 1.00 l	29.00
	Coca Cola light	24 x 0.20 l	24.00
	Coca Cola light	12 x 1.00 l	29.00
	Rauch apple juice	24 x 0.20 l	27.00
	Rauch apple juice	12 x 1.00 l	38.00
	Rauch orange juice	24 x 0.20 l	27.00
	Rauch orange juice	12 x 1.00 l	38.00

Other Coca Cola products or juices upon request.

Quantity	Description	Unit	EUR
<b>Red Bull – Energy Drink</b>			
	Red Bull, can	24 x 0.25 l	42.00
<b>Wine</b>			
	Käfer's house wine – white	0.75 l	13.00
	Käfer's house wine – red	0.75 l	14.00
<b>Prosecco</b>			
	Käfer Prosecco di Conegliano Vino Spumante Extra Dry	0.75 l	15.00
<b>Champagne</b>			
	Laurent-Perrier Brut	0.75 l	56.00
	Laurent-Perrier Brut	0.20 l	19.50
<b>Munich beer</b>			
	Lager (Export)	20 x 0.50 l	32.00
	Wheat beer, pale	20 x 0.50 l	34.00
	Pils	24 x 0.33 l	32.00
	Pale ale (lager), non-alcoholic	20 x 0.50 l	32.00
<b>Munich draught beer</b>			
	Lager (Export)	30 l	98.00
	Wheat beer, pale	30 l	105.00
	Pils	30 l	105.00

## ■ Equipment for Draught Beer

Quantity	Description	Unit	EUR
	Countertop installation one tap	each	190.00
	Countertop installation two taps	each	250.00
	Carbonation	6 kg	31.00

By availability,  
Rental charge per fair incl. assembly and installation

## ■ Other

Quantity	Description	Unit	EUR
	Käfer paper paper napkins, beige (24 x 24 cm)	pack of 100	7.50
	Tableware, glasses and cutlery		price upon request
	Service staff		price upon request

## ■ Allergens & Additives

Kindly note the allergens & additives in our products listed below:

### Substances subject to mandatory declaration

#### Additives

1 Antioxidants	2 Emulsifiers	3 Colorings	4 Flavor enhancers	5 Preserving agents	6 Nitrite curing salt
7 Stabilizers	8 Acidifiers	9 Sweeteners	10 Thickeners	11 Sulfured	

#### Ingredients capable of triggering allergies and intolerances

A Eggs / Egg products	B Peanuts / Peanut products	C Fish / Fish products	D Cereals containing gluten
E Crustaceans / Crustacean products	F Lupins / Lupin products	G Milk / Milk products	H Nuts
I Sulfur dioxide / Sulfite	J Celery / Celery products	K Mustard / Mustard products	L Sesame / Sesame products
M Soya / Soya products	N Mollusks / Mollusk products		

We would like to point out that despite the greatest possible care being taken, our food may contain minor traces of allergens other than those declared due to the manual production of the food.

## ■ Important notes

### Ordering procedure, follow-on orders

You are kindly asked to send this order form back to us **no later than 7 working days prior** to the start of the trade fair. Please note the minimum order quantities for food. During the fair, follow-on orders can be placed for the following day by 14.00 hrs at **telephone no. +49 89 949-24203**.

### Returns

On the last day of the trade fair, empties and unused goods are collected. Please note that only goods in their original packaging are refunded. Equipment still on your stand will be collected after the trade fair is over. You are obliged to keep equipment supplied to you in a safe place and have it returned to our logistical staff by an authorized person.

### Scope of supply

The scope of supply includes delivery to the exhibition stand. A one-off transport charge of EUR 23.00 is raised per day of delivery and includes no further personnel services. The latter can be ordered separately. Deliveries to conference rooms or restaurants at the trade fair center are only possible in connection with an order for staff support. We would be pleased to give you an individual quote for this. All prices are in EUR and are subject to statutory value-added tax valid at the time of invoicing.

## ■ Method of payment

For orders with billing address within Germany and an estimated net order value exceeding EUR 3,000.00 advance payment amounting to 75 % of the total cost is due. For orders with billing address outside Germany, advance payment amounting to 100 % of the total order is due.

We would like to point out that the re-issuing of an invoice to a corrected billing address is subject to a handling fee of EUR 25.00.

Please note section 5 "Payment" set out in our General Terms and Conditions of Business on page 5.

### ☐ Quick & easy

We will charge the invoiced amount to your credit card and send the invoice to you by mail.

We accept AMERICAN EXPRESS, MASTERCARD and VISA.

Please fill in your credit card details below:

☐ AMEX Card ☐ MasterCard ☐ Visa Card

Name of holder

Card number

Card Validation Code (3- or 4-digit code on reverse side)

Valid until

### ☐ By invoice

The invoice will be sent to you by mail. The full amount is due for payment immediately.

Billing address

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**The contract shall exist directly between the exhibitor and the contracting company Messe München GmbH.**

We would be pleased to provide you a detailed quote for your stand catering, stand party or conference catering upon request.

Please contact us by phone at +49 89 949-24200 or via e-mail to [messe.catering@feinkost-kaefer.de](mailto:messe.catering@feinkost-kaefer.de).

We have taken note of and accept the General Terms and Conditions of Business stipulated below as a constituent part of this contract.

Place / date

Company stamp and legally binding signature of exhibitor

## ■ General Terms and Conditions of Business for catering at exhibitions

### 1. Prices

All prices are quoted in euros and are subject to statutory value-added tax. Should the period between the conclusion of contract and the commencement of the given event exceed 4 months, Käfer Service GmbH reserves the right to change its prices insofar as the other contracting party can be reasonably expected to accept this. Any price adjustment of this kind can only be based on such circumstances as would lead to a reduction in profit for Käfer Service GmbH/Messegastronomie were the prices not to be adjusted (with particular regard to an increase in the consumer price index, in production and labor costs, in purchase prices, etc.).

### 2. Acceptance of order

All offers are subject to change until such time as the order has been accepted.

### 3. Number of participants

The customer undertakes to provide Käfer Service GmbH/Messegastronomie with binding written notification of the precise number of participants and the final choice of food and beverages **no later than 7 working days prior to the event**. These details apply as a guaranteed content of contract and will be given due consideration when the final invoice is issued. Any orders for food, beverages, additional materials, personnel, etc. above and beyond that mentioned above will be charged separately at Käfer Service GmbH's list prices.

### 4. Complaints

Upon receipt or collection of the goods provided, the customer is to examine them for any obvious and recognizable defects in respect of their due nature and is to report any defects without delay. The customer's warranty entitlements remain unaffected by this.

Any food and beverages ordered incorrectly by the customer cannot be exchanged. Any concealed defects in respect of the goods provided (perishable foodstuffs) must likewise be reported without delay. Käfer Service GmbH assumes no liability whatsoever for incorrect storage on the part of the customer.

### 5. Payment

5.1 For orders with a billing address within Germany and an estimated net order value in excess of EUR 3,000, advance payment amounting to 75 % of the total cost is due. The residual amount is due with immediate effect upon receipt of the invoice issued at the end of the event. Payment by way of direct debit from a credit card is also possible.

5.2 For orders with a billing address outside Germany, advance payment amounting to 100 % of the total order value is due. The invoice is sent to the customer 4 weeks prior to the start of the event. Payment is to be made by credit card or bank transfer.

– Subsequent billings at the end of the event are due with immediate effect upon receipt of invoice.

– Should the advance payment exceed the amount set out in the final invoice issued at the end of the event, a refund will be paid to an account to be stated by the customer.

5.3 We require the customer's credit card details as a guarantee of order. Only in cases where payment is not made within a period of 14 days of receipt of invoice will the amount due be charged to the customer's credit card.

5.4 The customer is to provide us with the **correct billing address when ordering**. A handling fee of EUR 25 plus VAT will be charged for the re-issuing of an invoice to a corrected billing address (name, order number and/or address).

5.5 Default interest and reminder fees may be charged in cases of default of payment.

### 6. Loss of or damage to rental items

Any items rented are the responsibility of the customer and subject to his due diligence from the time the items are handed over to the time of their return. In the case of any damage or loss for which the customer, the customer's employees or the customer's guests are responsible, the cost of replacement or repair will be charged to the customer.

The customer has the option of providing evidence to the effect that no damage has been incurred at all or that the cost of damage is less than the above amounts. In such cases, the customer's reimbursement obligation is limited to the amount proven by him.

### 7. Retention of title

In the case of all orders placed, Käfer Service GmbH reserves its right of ownership to the goods supplied until such time as the purchase price is paid in full.

### 8. Cancellation

The contract may only be cancelled for good cause. **A reduction of goods already ordered is not possible.**

### 9. Written form

Any agreements contrary or in addition to those set out here must be agreed in writing to become effective. No verbal agreements have been made. The written form requirement does not apply to additional orders placed verbally during the event.

### 10. Publication rights

The customer herewith agrees explicitly vis-à-vis Käfer Service GmbH that the latter may use the event concerned for advertising purposes and notably may use it at no cost and without restriction as a reference event in all relevant media (e.g. press, Internet, Käfer newsletter) including the publication of photos, whereby Käfer Service GmbH is to give due consideration to privacy and third party rights in respect of the photo concerned.

### 11. Court of jurisdiction and place of fulfilment

The contractual relationship between the parties is subject to German law. If the customer is registered as a commercial trader, Munich is deemed to be the court of jurisdiction and place of fulfilment for both contracting parties.

### 12. Severability clause

Should a provision set out in this contract be or become invalid or unenforceable, the validity of the other contractual provisions remains unaffected. The contracting parties undertake without delay to agree on a provision that comes as close as possible to the economically intended purpose of the invalid and/or unenforceable provision. The same applies to any gap or omission that may be identified in this contract.

By way of the above signature, our General Terms and Conditions of Business are deemed to have been accepted as a constituent part of the contract.

### Contact and invoicing:

Schuhbecks Partyservice GmbH & Co. KG  
Am Messeturm 3 | 81829 München | Germany  
Tel. +49 89 949-28480 | Fax +49 89 949-28489  
messe@schuhbeck.de | www.schuhbeck.de

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

Mobile phone number during the fair \_\_\_\_\_

We herewith order on the terms of supply quoted (kindly note that your signature is required on page 5):

### Schuhbeck's Snack Sandwiches

Schuhbeck's delicious open sandwiches in breacktime mini-snack format (cut in rectangles of approx. 4 x 5 cm), or sandwich pralines in bite-size mini-sandwich format. Freshly baked and topped/filled to your heart's desire. A "stand delight" not only to the taste buds but also to the eyes. Further sandwich specialties on request.

Quantity	Description	Unit	EUR
	<b>Vegetarian*</b>	<b>per piece</b>	<b>2.80</b>
	French brie, grapes & walnut cream <sup>G,H</sup>		
	Bruschetta spread & basil <sup>G,H,J</sup>		
	Lentil spread & 7-peppers mixture <sup>G,K</sup>		
	Obazda cheese spread with red onions or chives <sup>G</sup>		
	Tomato/Mozzarella & basil <sup>G,J</sup>		
	Meadow herb spread <sup>G,J</sup>		
	Tomato spread "Raz el Hanout" <sup>G,J</sup>		
	<b>Fish &amp; crustaceans*</b>	<b>per piece</b>	<b>3.20</b>
	Smoked trout & horseradish cream dip <sup>C,G</sup>		
	Graved salmon & honey-mustard-dill sauce <sup>C,G,K</sup>		
	Tomato spread "Raz el Hanout" with prawn <sup>E,G,J</sup>		
	Shrimp cocktail <sup>E</sup>		
	<b>Roast beef &amp; co.*</b>	<b>per piece</b>	<b>3.20</b>
	Rare-roasted beef & remoulade sauce <sup>A,K,C</sup>		
	Café de Paris & chicken breast <sup>K</sup>		
	Smoked duck breast & cranberry dip <sup>G</sup>		
	Chicken spread with curry & pineapple <sup>1,8,G,J,K</sup>		
	Truffled crackling fat with greaves & fried onions <sup>4</sup>		
	Curry cream & spring chicken breast <sup>1,8,G,J,K</sup>		
	Meadow herbs & Parma ham <sup>G</sup>		

\* Minimum order quantity: 10 pieces per item & type of spread.  
Product changes reserved.

### Schuhbeck's Sandwich Pralines

Quantity	Description	Unit	EUR
	<b>Vegetarian*</b>	<b>per piece</b>	<b>2.80</b>
	French brie, grapes & walnut cream <sup>G,H</sup>		
	Bruschetta spread & basil <sup>G,H,J</sup>		
	Lentil spread & 7-peppers mixture <sup>G,K</sup>		
	Obazda cheese spread with red onions or chives <sup>G</sup>		
	Tomato/Mozzarella & basil <sup>G,J</sup>		
	Meadow herb spread <sup>G,J</sup>		
	Tomato spread "Raz el Hanout" <sup>G,J</sup>		
	<b>Fish &amp; crustaceans*</b>	<b>per piece</b>	<b>3.20</b>
	Smoked trout & horseradish cream dip <sup>C,G</sup>		
	Graved salmon & honey-mustard-dill sauce <sup>C,G,K</sup>		
	Tomato spread "Raz el Hanout" with prawn <sup>E,G,J</sup>		
	Shrimp cocktail <sup>E</sup>		
	<b>Roast beef &amp; co.*</b>	<b>per piece</b>	<b>3.20</b>
	Rare-roasted beef & remoulade sauce <sup>A,C,K</sup>		
	Café de Paris & chicken breast <sup>K</sup>		
	Smoked duck breast & cranberry dip <sup>G</sup>		
	Chicken spread with curry & pineapple <sup>1,8,G,J,K</sup>		
	Truffled crackling fat with greaves & fried onions <sup>4</sup>		
	Potato cream & guinea fowl terrine <sup>G</sup>		
	Curry cream & spring chicken breast <sup>G,J</sup>		
	Meadow herbs & Parma ham <sup>G</sup>		

## ■ Schuhbeck's Wraps

Quantity	Description	Unit	EUR
	<b>Vegetarian*</b>	<b>per piece</b>	<b>3.60</b>
	Grilled vegetables with crisp iceberg lettuce		
	Feta cheese, olives and tomatoes <sup>7,D,G</sup>		
	Farmer's salad <sup>D</sup>		
	Mozzarella/Tomato with garden rocket <sup>1,3,D,G</sup>		
	<b>Fish &amp; crustaceans*</b>	<b>per piece</b>	<b>3.80</b>
	Spicy tuna fish <sup>C,D</sup>		
	Salmon tartar with horseradish & lollo bianco <sup>C,D</sup>		
	Shrimp cocktail with iceberg lettuce <sup>D,N</sup>		
	Smoked trout tartar with cranberry-horseradish <sup>C,D</sup>		
	<b>Beef &amp; more*</b>	<b>per piece</b>	<b>3.80</b>
	Caesar's chicken salad with crisp ham <sup>D</sup>		
	Juniper ham & cheese <sup>D,G</sup>		
	Roast chicken & romaine lettuce with Schuhbeck's house dressing <sup>D,G,K</sup>		
	Curry chicken salad <sup>D</sup>		

## ■ Schuhbeck's Preserving Jars

Quantity	Description	Unit	EUR
	<b>Vegetarian*</b>	<b>per piece</b>	<b>3.80</b>
	Aubergine tartar & pistou		
	Stuffed cocktail tomato with goat's cheese <sup>G</sup>		
	Marinated lentil salad <sup>H</sup>		
	Antipasti & Parmesan cheese <sup>G</sup>		
	Bavarian Obazda cheese with chives <sup>G</sup>		
	<b>Fish &amp; crustaceans*</b>	<b>per piece</b>	<b>4.30</b>
	House-basted salmon with horseradish terrine <sup>C</sup>		
	Tuna fish tartar with wasabi <sup>C</sup>		
	Matjes tartar & pumpernickel <sup>C,D</sup>		
	Glass noodle salad with shrimps and sesame <sup>E,L</sup>		
	Prawn on mango-chilli chutney <sup>E</sup>		
	<b>Beef &amp; more*</b>	<b>per piece</b>	<b>3.60</b>
	Munich sausage salad with red onion <sup>4,5,6</sup>		
	Fried chicken on potato salad <sup>1,4,5,6</sup>		
	Beef brawn <sup>4</sup>		

These dishes are served in a jar. Content approx. **60 ml**.  
We will be happy to also offer you the appropriate cutlery.

Quantity	Description	Unit	EUR
	<b>Gluten-free canapés*</b>	<b>per piece</b>	<b>2.80</b>
	Ham & cheese <sup>G</sup>		
	Two cheeses <sup>G</sup>		
	Roast beef remoulade <sup>G,A</sup>		
	Milan salami with savory cream cheese <sup>G</sup>		
	Obazda cheese spread <sup>G</sup>		
	Goat's cheese and fig mustard <sup>G</sup>		

## ■ Pretzel Specialties\*

Quantity	Description	Unit	EUR
	Original Munich pretzels (soft) <sup>D</sup>	per piece	0.95
	Buttered pretzels <sup>D</sup>	per piece	1.95
	Cream cheese pretzels with chives <sup>D,G</sup>	per piece	1.95
	Pretzels with Schuhbeck's country liver sausage <sup>2,D,J,K</sup>	per piece	1.95
	Pretzels with brie cheese and fig mustard <sup>D,G,K</sup>	per piece	2.15

Gluten-free pretzels also available

## ■ Croissants\*

Quantity	Description	Unit	EUR
	Butter croissants <sup>D,G</sup>	per piece	1.80
	Chocolate croissants <sup>D,G</sup>	per piece	2.20
	Apricot croissants <sup>D</sup>	per piece	2.20
	Ham & cheese croissants <sup>D,G</sup>	per piece	2.80

## ■ Sweet Snacks\*

Quantity	Description	Unit	EUR
	Doughnuts, mixed <sup>A,D,G</sup>	per piece	1.50
	Danish pastry variation <sup>A,D,G</sup>	per piece	1.50
	Petit fours <sup>A,D,G</sup>	per piece	2.50
	Macaroons <sup>A,D,G</sup>	per piece	2.30
	Mini guglhupf cake <sup>A,D,G</sup>	per piece	0.85
	Tray cake per piece 100 g <sup>A,D,G</sup>	per piece	2.60
	Muffins - blueberry, chocolate, classic* <sup>A,D,G</sup>	per piece	1.80

\*Gluten-free type also available

## ■ Sausages for Connoisseurs

Quantity	Description	Unit	EUR
	Munich white sausages (pack with 10 pieces) <sup>1,4,7,J,K</sup>	pack	25.00
	Salami snack <sup>1,4,5</sup> (pack with 2 pieces)	pack	4.50
	Viennese sausages <sup>D,G,J,K</sup>	20 pieces	25.00
	Potato salad <sup>1,4,5,6,K</sup>	1 kg	8.90

\* Minimum order quantity: 10 pieces per item & type of spread.  
Product changes reserved.



## ■ Bavarian Cold Platter (min. 10 portions)

Quantity	Description	Unit	EUR
	Schuhbeck's country liver sausage in a jar <sup>J,K</sup> Schuhbeck's crackling fat with greaves in a jar <sup>4</sup> Cabanossi Mini meat balls <sup>A,D,G</sup> Obazda cheese spread <sup>G</sup> Emmental cheese <sup>G</sup> Radishes	per person	8.50

## ■ From the Soup Pot

Quantity	Description	Unit	EUR
	Vine tomato soup – fruity, fresh <sup>4,G</sup>	per liter	18.00
	Truffled potato soup <sup>4,G</sup>	per liter	18.00
	Carrot-ginger soup <sup>4,G</sup>	per liter	18.00
	Seasonal soup <sup>4</sup>	per liter	18.00

Min. order quantity per soup type: 5 liters

For quality reasons, soups and sausages are delivered cold in a disposable container, to be heated up by the customer on site. If you do not have the necessary equipment, we will be happy to provide it at an additional charge.

## ■ Vitamins &amp; Co.\*

Quantity	Description	Unit	EUR
	Schuhbeck's power müsli with Omega-3 oil <sup>D,G</sup> (with low-fat quark), 200 ml	per coupe	3.90
	Schuhbeck's crunchy müsli <sup>D,G</sup> (with yoghurt), 200 ml	per coupe	3.90
	Fresh fruit salad (with black pepper on request), 200 gr	per person	3.50
	Fresh fruit in a basket (unprocessed)	3 kg	28.00

We will be happy to also provide the appropriate cutlery as a separate service.

## ■ Home-made smoothies

	Red fruit	0,25 l	3.90
	Yellow fruit	0,25 l	3.90
	Green smoothie with baby spinach	0,25 l	3.90

## ■ Freshly squeezed juices

	Orange	per liter	12.00
	Grapefruit	per liter	12.00
	We additionally recommend Schuhbeck's power oil, 250 ml	bottle	17.57

keeps for 2 days when refrigerated at 6° C

Minimum order quantity per type per day 6 liters

We kindly ask that orders be placed in advance for the full trade show period.

## ■ Snacks for In-Between

Quantity	Description	Unit	EUR
	Tea biscuits (packaged) <sup>B,G,L,M</sup>	1 kg	17.00
	Peanuts, salted <sup>B</sup>	1 kg	16.00
	Cashew nuts	1 kg	43.00
	Brazil nuts	1 kg	43.00
	Macadamia nuts	1 kg	57.50

## ■ Dried fruit

	Apricots	1 kg	30.00
	Ginger	1 kg	31.00
	Tropical mix	1 kg	31.00
	Dates	1 kg	38.00

## ■ Candied fruit

	Ginger sticks, glazed	pack	6.40
	Ginger sticks, milk chocolate	pack	8.75
	Ginger sticks, dark chocolate	pack	8.75

## ■ Non-alcoholic Beverages

Quantity	Description	Unit	EUR
	Adelholzener mineral water classic 0.25 l carbonated	20 x 0.25 l	22.00
	Adelholzener mineral water natural 0.25 l non-carbonated	20 x 0.25 l	22.00
	Adelholzener mineral water classic 0.75 l carbonated	20 x 0.75 l	22.00
	Adelholzener mineral water natural 0.75 l non-carbonated	20 x 0.75 l	22.00
	Coca Cola classic, light, zero, Fanta, Sprite <sup>1,3,8,9</sup>	24 x 0.20 l	24.00
	Coca Cola classic, light, zero, Fanta, Sprite <sup>1,3,8,9</sup>	12 x 1.00 l	29.00

## ■ Granini juices

	Orange, apple, passion fruit, red currant*	24 x 0.20 l	28.00
		6 x 1.00 l	35.00

## ■ Adelholzener fruit juice/mineral water mixes

	Apple, red currant, passion fruit-lemon <sup>1,3,7,8</sup>	12 x 0.5 l	24.00
	Pomegranate, cherry <sup>1,8,9</sup> Pear-rhubarb <sup>1,7</sup>	12 x 0.5 l	24.00
	Lemonade, <sup>1,7</sup> Lime <sup>7,8,9</sup>	12 x 0.5 l	24.00

	Schuhbeck's Matcha energy drink <sup>6</sup>	24 x 250 ml	49.00
	Red Bull	24 x 250 ml	49.00
	Red Bull sugar-free <sup>9</sup>	24 x 250 ml	49.00

\* Min. order quantity: 10 per item

\*\* further selection/beverages on request

## ■ Wine

Quantity	Description	Unit	EUR
	Schuhbeck's Green Veltliner <sup>1</sup>	0.75 l	16.00
	Schuhbeck's Riesling <sup>1</sup>	0.75 l	18.00
	Schuhbeck's Silvaner <sup>1</sup>	0.75 l	18.00
	Schuhbeck's Zweigelt <sup>1</sup>	0.75 l	16.00
	Schuhbeck's Rosso di Toscana <sup>1</sup>	0.75 l	18.00
	Schuhbeck's Rioja <sup>1</sup>	0.75 l	26.00

### Sparkling wine

	Bavarian Frizzante "Castell" brut <sup>1</sup>	0.75 l	18.00
	Bavarian Frizzante "Castell" rosé <sup>1</sup>	0.75 l	18.00
	House champagne "Forget-Brimont" Brut Premier Cru <sup>1</sup>	0.75 l	49.00

other sparkling wines available on request

## ■ Munich Beer Specialties

Quantity	Description	Unit	EUR
	Pale ale <sup>D</sup>	20 x 0.5 l	32.00
	Wheat beer, pale or dark <sup>D</sup>	20 x 0.5 l	34.00
	Wheat beer, non-alcoholic <sup>D</sup>	20 x 0.5 l	34.00
	Pilsner beer, also non-alcoholic <sup>D</sup>	24 x 0.33 l	32.00
	Non-alcoholic beer <sup>D</sup>	24 x 0.33 l	32.00

### Munich draught beer

	1 keg at	
Pale ale <sup>D</sup>	30 l	98.00
Wheat beer <sup>D</sup>	30 l	105.00
Pilsner beer <sup>D</sup>	30 l	105.00

other beers on request

## ■ Allergens & Additives

Kindly note the allergens & additives in our products listed below:

### Substances subject to mandatory declaration

#### Additives

1 Antioxidants	2 Emulsifiers	3 Colorings	4 Flavor enhancers	5 Preserving agents	6 Nitrite curing salt
7 Stabilizers	8 Acidifiers	9 Sweeteners	10 Thickeners	11 Sulfured	

#### Ingredients capable of triggering allergies and intolerances

A Eggs / Egg products	B Peanuts / Peanut products	C Fish / Fish products	D Cereals containing gluten
E Crustaceans / Crustacean products	F Lupins / Lupin products	G Milk / Milk products	H Nuts
I Sulfur dioxide / Sulfite	J Celery / Celery products	K Mustard / Mustard products	L Sesame / Sesame products
M Soya / Soya products	N Mollusks / Mollusk products		

We would like to point out that despite the greatest possible care being taken, our food may contain minor traces of allergens other than those declared due to the manual production of the food.

## ■ Serving equipment, Miscellaneous

Quantity	Description	EUR
	Beer dispensing equipment	price on request
	Tableware, cutlery and glasses	price on request
	Service staff	price on request
	Live cooking on the stand	price on request

## ■ Schuhbeck's Coffee & Tea

Quantity	Description	Unit	EUR
	<b>Coffee</b>		
	Coffee beans	1 kg	36.00
	Espresso beans	1 kg	36.00
	Filter coffee	10 x 70 g	23.00
	<b>Tea</b>		
	Schuhbeck's tea variations	bag, 125 g	8.50
	Samowar		price on request
	Coffee machines		price on request
	Lavazza coffee machine for espresso, coffee, cappuccino, latte machiato	per day	60.00
	Lavazza coffee capsules	100 pcs	98.00
	Lavazza powdered milk	1 kg	16.00
	Coffee cream portions	240 pcs	12.50
	Long-life milk	1 l	2.00
	Sugar sticks	1000 pcs	24.00
	Lactose-free milk	1 l	2.50
	Honey portions	10 x 20 g	4.00

## ■ Important Notes

### Ordering procedure, follow-on orders

You are kindly asked to send this order form back to us no later than seven working days prior to the start of the trade fair. Please note the minimum order quantities for food. During the fair, follow-on orders can be placed for the following day **by 14:00 at phone no. +49 89 949-28480**.

### Scope of supply

The scope of supply includes delivery to the exhibition stand. A one-off transport charge of EUR 23.00 is raised per day of delivery but does not include any further personnel services. These can be ordered separately. Deliveries to conference rooms or restaurants at the exhibition center are only possible in conjunction with an order for staff support. We would be pleased to provide you with an individual quote for this. All prices are in EURO plus the statutory value-added tax valid at the time of billing.

## ■ Method of Payment

### ☐ Credit card payment

The billing amount will be deducted from your credit card. The invoice will then be sent to you by post and, if requested, in advance by e-mail. We accept AMERICAN EXPRESS, MASTERCARD and VISA.

Please fill in your credit card details below:

☐ AMEX Card ☐ MasterCard ☐ Visa Card

\_\_\_\_\_  
Name

\_\_\_\_\_  
Card number

\_\_\_\_\_  
Card validation number (3- or 4-digit code on rear of card)

\_\_\_\_\_  
Card valid until

We would be pleased to provide you with a detailed quotation for your stand catering, stand party or conference support upon request, for example, we also offer live cooking and show cooking. You can contact us by phone at +49 89 949-28480 or by e-mail to messe@schuhbeck.de.

We have noted the General Terms and Conditions of Business set out on page 6 and accept them as a constituent part of this contract.

Please deliver on \_\_\_\_\_ time (at the earliest): \_\_\_\_\_ at the latest: \_\_\_\_\_

The beverages and equipment for your daily stand catering will be supplied to you on the last set-up day (in the absence of any specific agreement to the contrary).

### Returns

On the last day of the trade fair, empties and unused items are collected. Please note that only complete units of unused items in their original packaging will be refunded. Any items for collection still on your stand will be collected after the fair is over. You are required to keep items supplied to you in a safe place until they are collected from the stand and to have them handed over to our logistical staff by an authorized person.

### ☐ Via invoice

The invoice will be sent to you by post and, if requested, by e-mail in advance. The invoice amount is due for payment without deduction immediately.

Billing address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Any contract agreed is concluded between the exhibitor and Schuhbecks Partyservice GmbH & Co. KG.**

Place / date

Company stamp and legally binding signature of exhibitor

## ■ General Terms and Conditions of Business

### 1. Area of application

The following General Terms and Conditions of Business (hereinafter referred to as "GTCB") apply to all business relations entertained by Schuhbecks Partyservice GmbH & Co. KG with third parties (hereinafter referred to as the "customer", notably for all deliveries and services provided by Schuhbecks Partyservice GmbH & Co. KG. These GTCB also apply, in the version valid at the given time, to all future business relations with the customer, even if the incorporation of these GTCB was not specifically agreed in respect of the follow-on transactions concerned.

Additional contractual terms of the customer or such as run counter to these GTCB only apply as agreed vis-à-vis Schuhbecks Partyservice GmbH & Co. KG, if this was confirmed in writing by Schuhbecks Partyservice GmbH & Co. KG.

### 2. Quotations and conclusion of contract

All quotations made by Schuhbecks Partyservice GmbH & Co. KG are non-binding and subject to change at all times. Effective conclusion of contract is, in addition to the order placed by the customer, also subject to a separate order confirmation by Schuhbecks Partyservice GmbH & Co. KG, whereby this may occur by implication by way of service provision on the part of Schuhbecks Partyservice GmbH & Co. KG.

The obtaining of any regulatory permits and concessions and such under private law as are required for service provision by Schuhbecks Partyservice GmbH & Co. KG, e.g. Gema and including customs formalities, is fundamentally the responsibility of the customer and is not part of the service to be rendered by Schuhbecks Partyservice GmbH & Co. KG.

Quotations, concepts, plans and descriptions of events of any kind remain with all rights in the ownership of Schuhbecks Partyservice GmbH & Co. KG in the absence of any express written agreement to the contrary. The customer is prohibited from using, reproducing or distributing the intellectual property of Schuhbecks Partyservice GmbH & Co. KG outside the latter's own events, or from forwarding it to third parties or making changes to it.

Insofar as Schuhbecks Partyservice GmbH & Co. KG is provided by the customer with documents or materials for preparing or executing events, the latter assumes sole liability for ensuring that no third party rights are contravened by or on the basis of these materials and documents by way of the deliveries and services rendered by Schuhbecks Partyservice GmbH & Co. KG. Schuhbecks Partyservice GmbH & Co. KG is not obliged to check whether any third party rights may be violated by the usage of materials and documents provided by the customer. In the event that third party rights are nevertheless contravened by the usage of materials and documents provided by the customer, the latter is to exempt Schuhbecks Partyservice GmbH & Co. KG from all compensation claims as well as any necessary costs incurred hereby insofar as Schuhbecks Partyservice GmbH & Co. KG is guilty of neither willful conduct nor gross negligence.

### 3. Rental provision

All materials and objects provided by Schuhbecks Partyservice GmbH & Co. KG to the customer remain in the sole ownership of Schuhbecks Partyservice GmbH & Co. KG. The provision occurs on a leasing or rental basis only. The food and beverages supplied by Schuhbecks Partyservice GmbH & Co. KG are the exception to this.

All the agreed charges raised for the provision of the materials and objects are calculated on a calendar day basis. In the absence of any agreement to the contrary, the day of provision to the customer is deemed to mark the start of the rental period and the day of return to Schuhbecks Partyservice GmbH & Co. KG the end thereof. In the event that the return is delayed, the customer owes the full charge agreed for this for each calendar day or part thereof.

The customer is to treat the materials and objects provided by Schuhbecks Partyservice GmbH & Co. KG such as tableware, glasses, cutlery, table linen, furnishings, etc. with the utmost care at all times. In the case of damage, destruction or loss, the customer is to reimburse Schuhbecks Partyservice GmbH & Co. KG with the cost of repair or replacement.

After the materials and objects have been returned, Schuhbecks Partyservice GmbH & Co. KG reserves the right to check the former for any loss or damage within seven days of issuing the confirmation of return.

In the case of the provision of materials and objects by way of rent or lease, Schuhbecks Partyservice GmbH & Co. KG is entitled to ask the customer for a deposit up to an amount equating to the 15-fold rental price. No interest is paid

on the deposit. Until such time as the deposit has been paid, Schuhbecks Partyservice GmbH & Co. KG is entitled to withhold the provision of the materials and objects to the customer. Insofar as Schuhbecks Partyservice GmbH & Co. KG exercises its right of withholding in this respect, its entitlement to the payment of the charges agreed for their provision remains unaffected by this.

### 4. Prices

All prices quoted or indicated by Schuhbecks Partyservice GmbH & Co. KG are always in EURO, even if an explicit indication of currency is missing, unless otherwise agreed between the parties in writing. All prices quoted or indicated are subject to value-added tax valid at the given time as well as to any additional charges that may be incurred.

The prices specified or indicated in quotations apply fundamentally only in cases where the scope of services offered is ordered in full by the customer.

Insofar as a period of more than three months lies between conclusion of contract and delivery, Schuhbecks Partyservice GmbH & Co. KG is entitled to appropriately increase the originally agreed prices by up to 5 % for good cause.

A good cause is deemed to be the case notably if the sourcing costs incurred by Schuhbecks Partyservice GmbH & Co. KG have increased during the period concerned. In the event that the start or the continuation of the provision of services by Schuhbecks Partyservice GmbH & Co. KG is subject to a not inconsiderable delay not attributable to Schuhbecks Partyservice GmbH & Co. KG, the latter is entitled to charge separately for any additional costs thereby incurred on the basis of the prices valid at the given point in time.

Such additional services of any kind as are not object of the actual order will be charged for by Schuhbecks Partyservice GmbH & Co. KG in accordance with the list prices valid at the point in time concerned. Additional services are deemed to be notably such additional quantities as are not included in the quotation and costs for special packaging as well as extra costs incurred at the request of the customer or attributable to incorrect details provided by the customer or third parties acting on the latter's behalf, such transport delays as are not the blame of the contractor and preliminary services provided unprofessionally or unpunctually by the customer or other third parties insofar as the latter are not agents of Schuhbecks Partyservice GmbH & Co. KG.

### 5. Ordering procedure, follow-on orders

You are kindly asked to send this order form back to us by no later than seven working days prior to the start of the trade fair. Please note the minimum order quantities for food. During the fair, follow-on orders can be placed for the following day **by 14:00 at phone no. +49 89 949-28480**.

The scope of supply includes delivery to the exhibition stand. A one-off transport charge of EUR 23.00 is raised per day of delivery but does not include any further personnel services. The latter can be ordered separately. Deliveries to conference rooms or restaurants at the exhibition center are only possible in conjunction with an order for staff support. We would be pleased to provide you with an individual quote for this. All prices are in EURO plus the statutory value-added tax valid at the time of billing.

Should goods to be provided by Schuhbecks Partyservice GmbH & Co. KG be collected by the customer or by order of the customer by a third party, the transfer of risk occurs at the point in time of the agreed provision by Schuhbecks Partyservice GmbH & Co. KG. If no special time of provision is agreed, the transfer of risk is deemed to occur upon notification of the readiness to supply vis-à-vis the customer.

### Returns

On the last day of the trade fair, empties and unused items are collected. Please note that only complete units of unused items in their original packaging will be refunded. Any items for collection still on your stand will be collected after the fair is over. You are required to keep equipment supplied to you in a safe place until it is collected from the stand and to have it handed over to our logistical staff by an authorized person.

### 6. Acceptance/Transfer, warranty

The acceptance or transfer of the services provided by Schuhbecks Partyservice GmbH & Co. KG is to occur generally immediately after the delivery or provision of the goods and services at the agreed location. The customer is as such obliged to deploy a correspondingly authorized representative on site at the

point in time concerned. Should no authorized representative of the customer be present at the time of delivery, the time of contractual usage at the latest is deemed to constitute acceptance.

Complaints of any kind, be they due to material defects, quality defects, deviations in the scope of supply or incorrect delivery, are to be declared without delay during acceptance. All rights of reduction to which the customer may be entitled lapse after this time.

Any reasonable deviations in appearance, size, consistency and taste or in terms of the composition of the food prepared are not fundamentally considered to be defects insofar as they were not confirmed explicitly as assured characteristics by Schuhbecks Partyservice GmbH & Co. KG in the context of placement of the order.

No warranty is granted by Schuhbecks Partyservice GmbH & Co. KG whatsoever insofar as the defects occur at the place of fulfillment due to wear and tear, moisture and overheating or to incorrect handling or storage.

In the case of the notification of justified defects, Schuhbecks Partyservice GmbH & Co. KG is entitled to rectify the defect concerned by way of the provision of replacement deliveries within a reasonable period of time. Reduction entitlements on the part of the customer only arise if the justified defect could not be rectified by way of two replacement deliveries or if the defect concerned was not only of a minor nature.

#### 7. Liability

Liability on the part of Schuhbecks Partyservice GmbH & Co. KG only arises, apart from in the case of the violation of cardinal contractual duties, insofar as the former's legal representatives and agents are not guilty of willful conduct or gross negligence. The liability assumed by Schuhbecks Partyservice GmbH & Co. KG is, insofar as no willful conduct or gross negligence is involved, limited to such damage as was typically foreseeable at the time of contract conclusion.

The above-mentioned disclaimer or limitation of liability does not apply insofar as and to the extent that we have assured specific characteristics or guarantees. Nor does it apply to damages due to injury to life, limb or health nor in the case of compelling statutory regulations.

Claims under liability law vis-à-vis Schuhbecks Partyservice GmbH & Co. KG lapse within one year of the point in time at which knowledge of the facts justifying the liability is gained by the claimant. This does not apply to claims under liability law vis-à-vis Schuhbecks Partyservice GmbH & Co. KG arising from injury to life, limb or health.

#### 8. Terms of payment

For orders with an invoice address within Germany and an estimated net order value in excess of EUR 2,500.00, advance payment amounting to 50 % of the total cost of the order is due. For orders with an invoice address outside Germany, advance payment amounting to 100 % of the total order value is due.

##### Credit card payment

The billing amount will be deducted from your credit card. The invoice will then be sent to you by post and, if requested, in advance by e-mail. We accept AMERICAN EXPRESS, MASTERCARD and VISA.

##### Via invoice

The invoice will be sent to you by post and, if requested, in advance by e-mail. The invoice amount is due for payment immediately.

##### Billing address

Any contract agreed is concluded between the exhibitor and Schuhbecks Partyservice GmbH & Co. KG.

We would be pleased to provide you with a detailed quotation for your stand catering, stand party or conference support upon request, for example, we also offer live cooking and show cooking.

You can contact us by phone at +49 89 949 28 480 or by e-mail to [messe@schuhbeck.de](mailto:messe@schuhbeck.de).

#### 9. Offsetting and assignment

The offsetting of disputed or legally non-binding receivables by the customer is ruled out. The same applies to the assertion of withholding rights.

The assignment of claims vis-à-vis Schuhbecks Partyservice GmbH & Co. KG is possible with the written consent of Schuhbecks Partyservice GmbH & Co. KG only.

#### 10. Cancellation

Should the customer exercise a statutory right of cancellation to which the former is entitled without it being attributable to Schuhbecks Partyservice GmbH & Co. KG for good cause, or should Schuhbecks Partyservice GmbH & Co. KG itself cancel the contractual relationship for good cause, Schuhbecks Partyservice GmbH & Co. KG is entitled to assert a flat-rate compensation claim.

The amount of the flat-rate compensation claim in case of cancellation is up to and including:

14 days prior to the agreed delivery deadline	25 % of the net remuneration
7 days prior to the start of the event	50 % of the net remuneration
3 days prior to the start of the event	75 % of the net remuneration
thereafter	100 % of the remuneration.

The customer is entitled to prove that Schuhbecks Partyservice GmbH & Co. KG actually suffered less damage than that set out above. The assertion of further compensation claims remains unaffected by this.

#### 11. Data protection

Schuhbecks Partyservice GmbH & Co. KG undertakes to comply with statutory data protection regulations with particular regard to the provisions set out under the German Data Protection Act in its data processing activities in order to provide the customer's data with sufficient protection and safety.

Schuhbecks Partyservice GmbH & Co. KG is entitled to collect, store and process the customer's personal data as well as to forward it to specific persons (e.g. couriers, banks) and use it while giving due consideration to the relevant data protection regulations. To this end, the customer agrees to the collection, storage, processing, forwarding and usage of the personal data accruing and required by way of contract processing by Schuhbecks Partyservice GmbH & Co. KG. The customer agrees notably to the forwarding of personal data to third parties appointed by Schuhbecks Partyservice GmbH & Co. KG for contract processing purposes and, insofar as this is necessary, to his bank.

The refusal to provide consent in this respect means that the order cannot be executed.

Any data usage and forwarding of personal data to other third parties above and beyond this will not occur, unless the user has declared his explicit consent to this in advance or there is a statutory obligation on the part of the vendor to forward the data concerned.

#### 12. Applicable law and place of jurisdiction

German law applies exclusively to the exclusion of the UN Convention on the International Sale of Goods.

Vis-à-vis a consumer, this choice of applicable law only applies insofar as no compelling statutory regulations of the state in which the former has his domicile or customary residence are impinged upon as a result. Insofar as the contractual partner of Schuhbecks Partyservice GmbH & Co. KG is not a consumer as defined under section 13 of the German Civil Code, the registered office of Schuhbecks Partyservice GmbH & Co. KG is deemed to have been agreed as the place of jurisdiction for all disputes.

#### 13. Final provision/Severability clause

Should individual provisions of these GTCB be or become invalid in full or in part, the validity of the other provisions is not affected by this.



Delicious Snack Sandwiches



Delicious snack sandwiches



Delicious snack sandwiches



Delicious snack sandwiches

Sandwich Pralines



Sandwich pralines

Schuhbeck's Wraps



Schuhbeck's wraps



Schuhbeck's wraps

Schuhbeck's Preserving Jars



Schuhbeck's preserving jars

Pretzel Specialties



Pretzels

Croissants



Croissants



Croissants

Sweet Snacks



Doughnuts



Macaroons



Muffins



Danish pastries



Tray cake

Sausages for Connoisseurs



White sausages with a pretzel

From the Soup Pot



Truffled potato soup



Tomato soup

Vitamins & Co.



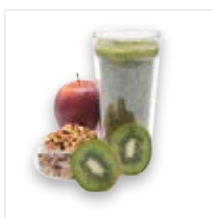
Crunchy müsli



Crunchy müsli



Crunchy müsli



Smoothie

Tea



Tea

### Contact and invoicing:

Alles für Ihr Fest GmbH Geschirrverleih & Getränkeservice  
Auf dem Messegelände | Servicebetriebe Nord  
Willy-Brandt-Allee 9 | 81829 München | Germany  
Tel. +49 89 32492777 | Fax +49 89 20321936  
info@mietgeschirr.de | www.mietgeschirr.de

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

We herewith order on the rental terms quoted (kindly note that your signature is required on page 4):

## ■ Complete packages for equipping your stand

The complete packages may not be altered and are valid for the duration of a trade fair or event incl. delivery to and collection from the stand and final washing. Colour images of our catering rentals are available on the Internet at [www.mietgeschirr.de](http://www.mietgeschirr.de)

Quantity	Item	Description	EUR
	"Glasses and tableware"	12 coffee cups with saucers, 12 plates, 12 coffee spoons, 24 multipurpose glasses, 1 ashtray and 1 bottle opener	35.00
	"Italian coffee service"	12 cappuccino cups with saucers, 24 espresso cups with saucers, 12 latte macchiato glasses with saucers, 12 coffee spoons, 24 espresso spoons, 12 latte macchiato spoons	65.00
	"Jura espresso machine"	Jura X90 espresso machine with automatic milk frother, 1 kg espresso beans, 2 l unskimmed milk, 100 sachets of sugar	345.00
	"Kitchen accessories"	1 cutting board, 1 bread knife, 1 large kitchen knife, 1 small kitchen knife, 1 pair of scissors, 1 can opener, 2 bottle openers, 1 corkscrew	20.00
	"Cleaning kit"	2 kitchen rolls, 25 bin-liners, 1 dish-washing liquid, 1 glass cleaner, 1 fleece cleaning rag, 1 cleaning sponge, 1 cleaning pail	20.00
	"Filter coffee"	Melitta 171 M coffee machine with 10 paper filters, 10 x 70 g portions of ground coffee, 100 sachets of coffee cream and sugar	85.00

## ■ "Mineral" Standard glasses

Quantity	Item no.	Description	Unit	EUR/unit
	05.01	"Mineral" champagne flute	33	0.55
	05.02	"Mineral" white wine glass	24	0.55
	05.03	"Mineral" red wine glass	24	0.55

## ■ "Fine" Exclusive glasses

Quantity	Item no.	Description	Unit	EUR/unit
	04.01	"Fine" champagne flute	33	0.65
	04.02	"Fine" white wine glass	24	0.65
	04.03	"Fine" red wine glass	24	0.65
	04.04	"Fine" water glass	33	0.65

## ■ Speciality glasses

Quantity	Item no.	Description	Unit	EUR/unit
	04.20	Highball glass (water glass, long)	40	0.55
	04.13	"Whisky" food glass	33	0.55
	09.20	GRAN CRUE cocktail glass	24	0.55
	09.21	"Granity tumbler" caipirinha glass	24	0.55
	09.11	Schnapps glass – 2 cl	20	0.55
	09.12	CASINO brandy glass	12	0.55
	09.13	Amari/Ramazotti glass – 2 cl/4 cl	20	0.55



## ■ Beer glasses

Quantity	Item no.	Description	Unit	EUR/unit
	09.14	"Gambrinus" beer mug – 0.3 l	24	0.55
	09.07	"Gambrinus" beer mug – 0.4 l	20	0.55
	09.01	"Gambrinus" beer mug – 0.5 l	18	0.55
	09.02	"Willy" beer glass – 0.25 l	40	0.55
	09.03	"Willy" beer glass – 0.5 l	24	0.55
	09.04	"Bavaria" wheat beer glass – 0.3 l	33	0.55
	09.05	"Bavaria" wheat beer glass – 0.5 l	24	0.55
	09.06	"Hector" tulip beer glass – 0.3 l	33	0.55
	09.09	"Kölsch" beer glass – 0.2 l	40	0.55

## ■ Schönwald "Avanti" chinaware

Round chinaware, puristic design

Quantity	Item no.	Description	Unit	EUR/unit
	12.01	Bread plate 16 cm	48	0.55
	12.02	Dessert plate 20 cm	30	0.55
	12.03	Dinner plate 25 cm	30	0.55
	12.05	Soup plate 21 cm	36	0.55
	12.06	Soupbowl	15	0.55
	12.07	Coffee/cappuccino cup with saucer	12	1.00
	12.09	Espresso cup with saucer	24	1.00
	12.26	Latte macchiato glass with saucer	12	1.00
	12.13	Sugar bowl with lid		0.55
	12.14	Cream pitcher 0.15 l		0.55
	12.17	Ashtray		0.55
	12.32	Salt and pepper shaker, filled		2.00
	19.01	Kaffeehaferl (coffee mug)	24	0.55
	19.00	Tea glass	24	0.55

## ■ RAK Porcelain "Classic Gourmet"

Cream-coloured hotel chinaware

Quantity	Item no.	Description	Unit	EUR/unit
	16.01	Bread plate 16 cm	48	0.55
	16.02	Dessert plate 20 cm	30	0.55
	16.03	Dinner plate medium 23.5 cm	30	0.55
	16.04	Dinner plate 27 cm	24	0.55
	16.05	Deep dish with flag 26 cm	24	0.55
	16.06	Soup cup with saucer	15	1.00
	16.07	Coffee/cappuccino cups with saucer	12	1.00
	16.09	Espresso cup with saucer	24	1.00
	16.13	Sugar bowl with lid		1.00
	16.14	Cream pitcher 0.15 l		1.00

	16.17	Ashtray		1.00
	16.32	Salt and pepper shaker, filled		3.00

## ■ Schönwald "Event" exclusive chinaware

White hotel chinaware, innovative design

Quantity	Item no.	Description	Unit	EUR/unit
	13.01	Bread plate 16 cm	48	0.60
	13.02	Dessert plate 20 cm	36	0.60
	13.03	Dinner plate 28 cm	24	0.60
	13.05	"Event" deep dish with flag 17 cm		0.60
	13.06	"Event" deep dish with flag 26 cm	24	0.60
	13.13	Platter – "coup" 33 cm		1.00
	13.14	Platter – tapered 32 cm		1.00
	13.15	Platter – oval 29 cm		1.00
	13.16	Platter – tapered 16 cm		0.60
	13.17	Platter – oval 14 cm		0.60
	13.20	Tapas platter with 8 stainless steel spoons		4.00
	13.40	Salad bowl – rectangular, 14 cm high		0.60
	13.41	Salad bowl – rectangular, deep, 28 cm		4.00
	13.42	Salad bowl – rectangular, deep, 35 cm		6.00
	13.43	Salad bowl – rectangular, shallow, 40 cm		6.00
	13.50	Bread basket, boat shaped, 32 cm		1.50
	13.51	Bread basket, boat shaped, 45 cm		2.00
	13.52	Bread basket, boat shaped, 70 cm		3.00

## ■ "Fingerfood" Exclusive chinaware

Quantity	Item no.	Description	EUR/unit
	10.10	"Signature" dish, oval – 11 cm	0.50
	10.11	"Signature" olive plate, oval – 9 cm	0.50
	10.20	"Fine Dining" dish, rectangular – 13 cm	0.50
	10.21	"Fine Dining" dish, oval – 13 cm	0.50
	10.30	"Pronto" gourmet dish – 12 cm	0.50
	10.31	"Karma" side dish, oval – 16 cm	0.50
	10.32	"Avignon" wave-shaped dish – 19 cm	0.50
	10.33	"Avignon" raindrop-shaped dish – 20.5 cm	0.50
	10.34	"Anna" dip dish, oval	0.50
	14.04	"Unlimited" Yin Yang dish – 15 cm	0.60
	14.10	"Unlimited" deep dish, oval – 16 cm	0.60
	14.13	"Unlimited" shallow dish, oval – 22 cm	0.60
	14.20	"Unlimited" teapot 0.5 l	3.00
	14.21	"Unlimited" tea bowl 0.15 l	0.60

## ■ “Hepp Premium” Cutlery

matches Schönwald “Avanti” & “Generation”

Quantity	Item no.	Description	Unit	EUR/unit
	22.01	Dinner knife	12	0.55
	22.02	Dinner fork	12	0.55
	22.03	Soup spoon	12	0.55
	22.04	Dessert knife	12	0.55
	22.05	Dessert fork	12	0.55
	22.06	Dessert spoon	12	0.55
	22.07	Coffee spoon	12	0.55
	22.08	Espresso spoon	12	0.55
	22.09	Cake fork	12	0.55
	22.11	Latte macchiato spoon	12	0.55

## ■ “Hepp Profile” Exclusive cutlery

matches Schönwald “Event” & “Unlimited”

Quantity	Item no.	Description	Unit	EUR/unit
	21.01	Dinner knife	12	0.65
	21.02	Dinner fork	12	0.65
	21.03	Soup spoon	12	0.65
	21.04	Dessert knife	12	0.65
	21.05	Dessert fork	12	0.65
	21.06	Dessert spoon	12	0.65
	21.07	Coffee spoon	12	0.65
	21.08	Mocca spoon	12	0.65
	21.09	Cake fork	12	0.65
	21.11	Gourmet spoon	12	0.65
	21.14	Butter knife	12	0.65

## ■ Table service accessories

Quantity	Item no.	Description	EUR/unit
	30.10	“Fleur” dessert bowl – 12 cm diam.	0.80
	30.11	“Fleur” glass bowl – 18 cm diam.	1.50
	30.12	“Fleur” glass bowl – 23 cm diam.	2.00
	30.13	“Fleur” glass bowl – 27 cm diam.	2.50
	33.01	Glass pitcher 1.3 l	1.80
	30.30	“Tangram” porcelain bowl, 20 cm diam.	1.50
	30.31	“Tangram” porcelain bowl, 24 cm diam.	2.00
	30.32	“Tangram” porcelain bowl, 28 cm diam.	2.50
	30.26	“Avignon” porcelain bowl – square, 23 x 23 x 10 cm	5.00
	18.02	“Löwenkopf” weisswurst pot – 2.5 l	5.00
	31.08	3-level étagère – 50 x 38 x 32 cm	15.00
	31.05	Stainless steel platter, rectangular – 53 x 32 cm	4.00
	31.15	Cheeseboard, rustic wood, oval	4.00
	31.35	Non-slip, black serving tray, Ø 32 cm	3.00

	32.10	Bread basket (small, approx. 20 cm diam.)	0.50
	32.11	Bread basket (large, approx. 35 cm diam.)	2.00
	20.20	“Standard” salad servers	1.00
	20.21	“Standard” sauce ladle	1.00
	20.24	“Standard” cake server	1.00
	20.25	“Standard” cheese slicer	1.00
	33.20	Stainless steel champagne bucket	2.00

## ■ Coffee machines

Quantity	Item no.	Description	EUR/unit
	35.10	Water boiler, 1.7 l	10.00
	47.21	Jura XF 50 espresso machine – 230 V/1.35 kW, approx. 20 cups/hour	250.00
	47.22	Jura X90 espresso machine – 230 V/1.35 kW, approx. 30 cups/hour	309.00
	47.23	Jura X9 espresso machine, fully automatic, with automatic milk frother – 230 V/2.5 kW, approx. 60 cups/hour	695.00
	47.24	Water supply hook-up for X90 and X9	50.00

## ■ Coffee, tea, milk, sugar and snacks

Quantity	Item no.	Description	Unit	EUR/unit
	51.29	Burkhof ground coffee, 70 g filter portions		3.20
	51.56	Espresso beans – 1000 g		21.00
	51.28	Black tea – 25 x 1.75 g tea bags		4.50
	51.14	Unskimmed milk, 1 l		2.10
	51.24	Coffee cream – 20 individual servings, 10 g each		2.50
	51.23	Coffee cream – 240 individual servings, 7.5 g each		13.50
	51.27	Sugar – 100 sachets		4.50
	51.25	Sugar – 500 g		1.50

## Kitchen appliances

Quantity	Item no.	Description	EUR/unit
	32.52	Chafing dish 1/1 hotel grade w/o insert – electric, 2.2 kW/230 V	30.00
	32.57	Electric soup pot 10 l, also sausage cooker	30.00
	35.47	Microwave oven, 800 W/17 l	30.00
	35.48	Induction hob, 30 cm/230 V	35.00
	35.49	Salamander grill, 2 kW/230 V	80.00
	35.50	"Gastro" electric stove with two-element hotplate – 5.2 kW / 380 V	150.00
	35.69	Stool cooker – 40 cm, 5.2 kW/16 A/380 V	120.00
	33.72	Heated trolley – 20 x 1/1 GN, 0.76 kW/230 V	240.00
	33.81	Bain-marie (water bath) with tap outlet 1/1 tabletop model – 1.5 kW/230 V	50.00
	35.63	"Rational" combination steamer CM 61, 6 x 1/1 GN – 32 A/380 V	400.00
	35.60	"Rational" combination steamer CM 101 on hurdle rack, 10 x 1/1 GN – 32 A/380 V	800.00
	35.72	Refrigerator 135 l/85 x 55 x 60 cm/ 0.6 kWh/24	60.00
	35.70	Refrigerator 226 l/134 x 55 x 60 cm/ 0.6 kWh/24	80.00
	35.71	Refrigerator with freezer compartment, blue 144 x 55 x 60 cm	80.00
	35.76	Upright freezer, 220 l/175 x 65 x 60 cm	200.00

The prices are stated per item for the duration of the fair or event incl. delivery to and collection from the stand and final washing. For stand parties and same-day deliveries, 50 percent of the rental fee will be charged.

### Daily cleaning service

As an additional service, we can also collect rental items at the end of the trade fair day (tableware, glasses, cutlery) for washing and return them the following day before the fair opens.

This involves a flat surcharge of 25 percent of the overall rental price of glassware, tableware and cutlery per exchange, including pick-up and delivery.

☐ We require daily washing of rented items (tableware, glasses, cutlery)

Color images of our catering rentals can be viewed on the Internet at [www.mietgeschirr.de](http://www.mietgeschirr.de)

## Furniture for stand parties

Quantity	Item no.	Description	EUR/unit
	36.02	"Hammerschlag" bistro high table, folding Ø 85 cm	8.50
	36.51	"Chrome" bar stool with white seat upholstery	6.50
	36.45	Multi-table, high 200 x 80 x 110	40.00
	36.44	Multi-table 200 x 80 x 75	35.00
	36.46	Lighting (white) for multi-table	10.00
	36.43	Countertop for multi-table	5.00

Table linen available on request!

These prices apply for stand parties or daily delivery only!

Prices for the duration of the entire trade fair on request!

## Water dispenser/water cooler

Water dispenser for cooled/uncooled water

Quantity	Item no.	Description	EUR/unit
	33.65	Cold/room temperature water dispenser tower, with cup dispenser, dimensions incl. water bottle h 146 x w 31 x d 26 cm, 230 V	100.00
	33.66	Hot/cold/room temperature water dispenser tower, with cup dispenser, dimensions incl. water bottle h 146 x w 31 x d 26 cm, 230 V	120.00
	50.70	Water in 18.9 l bottle	20.00
	53.95	100 Plastic cups for water dispenser tower	6.00

After the invoice has been issued, we debit the invoice amount from your credit card and send you the original invoice and debit slip by mail.

Kindly complete your credit card details below:

☐ MasterCard ☐ Visa Card

Name of holder

Card number

Card security number (3- or 4-digit code on rear of card)

Valid until

## ■ Rental and delivery conditions

- § 1 The rented articles and appliances are the property of "Alles für Ihr Fest GmbH" Leasing and Event Service, Munich.
- § 2 The rental prices are net and do not include statutory VAT. Delivery to the Munich Trade Fair Center is included for orders above EUR 20.00. The rental price shall be due on handover of the items, plus a deposit amounting to three times the gross rental contract.
- § 3 An additional net bank processing fee of EUR 15.00 (Europe) shall apply to foreign accounts.
- § 4 The rental company shall not be liable in any way for any damage to persons or property (clothing) caused by use of the rented articles. The hirer shall be responsible for any claims for compensation by third parties. The liability of the hirer shall begin on delivery at the stand. This shall apply even if the stand is not occupied.
- § 5 The hirer is expected to handle the rented items incl. the carrying cases with care and return them in original condition, and is responsible for disclosure of damage or loss and subsequent replacement of the full value of the item.
- § 6 The rental contract may be cancelled by the hirer up to seven days prior to delivery; later cancellations shall be subject to a fee equalling 100 % of the rental amount. Orders placed two days or less before the fair begins shall be subject to a 20 % surcharge, excluding orders added to existing contracts. Drinks (hot & cold) only accepted for refund in full crates/packs. Return fee charged!
- § 7 At the end of the fair, the rental inventory should be prepared for pick-up in the appropriate transport boxes provided (also applies to daily exchange items).
- Return tableware and carrying cases in impeccable condition, correctly sorted and packed.
  - Place glasses upright in the appropriate case with glass protection inserts.
  - Empty out drinks and remove leftover food from dishes.
  - Do not remove the transport box protection inserts or damage the exhibition stand stickers.
- We reserve the right to assess additional cleaning charges or make claims for compensation in cases of non-compliance.
- § 8 Place of jurisdiction and fulfilment of the contract is Munich.
- § 9 The contract is concluded directly between the exhibitor and the given contractor approved by Messe München GmbH.

**We are always pleased to help with additional service requests.**

## Glasses



"Mineral" standard glasses



"Fine" exclusive glasses



Speciality glasses



Speciality glasses



Beer glasses

## Chinaware



Schönwald "Avanti"  
chinaware



Schönwald "Event"  
exclusive chinaware



Schönwald "Event"  
exclusive chinaware



"Fingerfood" exclusive  
chinaware

## Cutlery



"Hepp Premium" cutlery



"Hepp Profile" exclusive  
cutlery

## Table service accessories



Service accessories



Service accessories

## Coffee machines



Melitta 171 M coffee  
machine



"Jura X90" espresso  
machine



"Jura X9" espresso  
machine

## Kitchen appliances



Kitchen appliances



Kitchen appliances

## Furniture for stand parties



Bistro high table, Bar stool



Furniture

In addition to our service partners Able Impuls- und Cateringservice, Käfer Service GmbH, Schuhbecks Partyservice GmbH & Co. KG and Alles für Ihr Fest GmbH, the following service partners would also be pleased to support your presence at the trade fair with the provision of beverages, beverage dispensing equipment and catering services:

## ■ Beverages and beverage dispensing equipment

### **Agnes Bernrieder GmbH**

Beverage distribution service, beverage dispensing equipment  
Münchener Strasse 30, 85667 Oberpfaffenhofen, Germany  
Tel. + 49 8093 5224, Fax + 49 8093 2953  
Mobile +49 179 7837074  
info@bernrieder-getraenke.de,  
www.bernrieder-getraenke.de

### **Getränke Widmann GmbH**

Beverage dispensing equipment  
Melchior-Huber-Straße 36, 85652 Ottersberg, Germany  
Tel. +49 8121 8453  
Mobile +49 177 2228453  
info@schanktec.de, www.schanktec.de

### **North Market GmbH**

Coffee, beverages, baked goods & snacks  
Untere Dorfstraße 7a, 85405 Nandlstadt, Germany  
Tel. +49 8756 913859, Fax +49 8756 913887  
Mobile +49 171 1773296  
office@handelsbar.de

### **Porta & Cortes GmbH & Co. KG**

Beverage dispensing equipment  
Ulmenstraße 9, 82131 Gauting, Germany  
Tel. +49 89 14959596, Fax +49 89 14959597  
Mobile +49 177 2447028  
porta-cortes-schanktechnik@arcor.de

## ■ Catering

### **Arena One GmbH**

Catering & Events  
Spiridon-Louis-Ring 7, 80809 München, Germany  
Tel. +49 89 350948540, Fax +49 89 350948541  
messe@arena-one.com, www.arena-one.com

### **Falken Feinkost Party-Service H. Draxler**

Koppstraße 4, 81379 München, Germany  
Tel. +49 89 658953, Fax +49 89 655881  
Mobile +49 170 4087113  
info@falkenfeinkost.de, www.falkenfeinkost.de

### **Kuffler Catering Service GmbH & Co. KG**

Otto-Perutz-Str. 16–18, 81829 München, Germany  
Tel. +49 89 360392813, Fax +49 89 360392820  
catering@kuffler.de, www.kuffler-catering.de

### **Levy Restaurants**

#### **Food affairs GmbH**

Burggraben 1, 65929 Frankfurt, Germany  
Tel. +49 69 37564410, Fax +49 69 37564419  
Mobile +49 162 2784897  
ereignismacher-event-catering@compass-group.de  
www.levyrestaurants.de

### **Stürzer Catering GmbH**

Ehamostraße 12, 85658 Eggenstein, Germany  
Tel. +49 8095 906670, Fax +49 8095 2577  
mail@stuerzer-service.de, www.stuerzer-service.de



Geprüft nach Service-Qualität  
als Servicepartner der  
Messe München International

## Return to:

Meplan GmbH | Willy-Brandt-Allee 1 | 81829 München | Germany  
Outside duration of fair: Tel. +49 89 949-24980  
During the fair: Outside Hall B3, Room 3.1 (Atrium)  
Tel. +49 89 949-27406 | Fax +49 89 949-27403  
ibc@meplan.com

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

## IBC services

Copying, faxing, printing, scanning, PC and Internet access

Description	Paper/Format	Number	Sheet/EUR
<b>Digital prints</b> from ready-to-print file			
<b>Copies</b> from hard proof			
1 <sup>st</sup> print	File setup	1 x	2.50
black/white	DIN A4, 80–90 g/m <sup>2</sup> paper	per copy	0.25
	DIN A3, 80–90 g/m <sup>2</sup> paper	per copy	0.50
color	DIN A4, 80–90 g/m <sup>2</sup> paper	per copy	0.50
	DIN A3, 80–90 g/m <sup>2</sup> paper	per copy	1.00

Description	Paper/Format	Number	Sheet/EUR
<b>Laminating</b> two-sided, strong, 125 my			
1 <sup>st</sup> page		1 x	5.00
	DIN A4	each	2.50
	DIN A3	each	3.50

Description	Number	Sheet/EUR
<b>Name badges</b> 90 x 54/75 x 40 mm incl. lettering		
choice of needle or clip	each	8.50

Description	Paper/Format	Number	Sheet/EUR
<b>Posters from reproducible file</b>			
Setup		1 x	10.00
8/0 color	Paper 120 g/m <sup>2</sup>	per r.m.	42.50
	Photo paper 190 g/m <sup>2</sup>	per r.m.	49.50
	PCV self-adhesive	per r.m.	64.90

Description	Paper/Format	Number	Sheet/EUR
<b>Scans</b> (jpg, pdf, tiff)			
1 <sup>st</sup> scan	File processing		2.50
black/white	up to DIN A4	per motif	1.00
color	up to DIN A4	per motif	2.00

Description	Number	Sheet/EUR
<b>CD/DVD</b>		
CD	each	1.50
Writing CD	each	7.00
DVD	each	3.00
Writing DVD	each	9.00
<b>USB Stick</b>		
Copying data		2.50
USB stick 4.0 GB	each	15.00
<b>Internet</b>		
Internet usage/per 10 min		4.00
<b>Fax</b>		
Receipt and print service	per page	0.20
Dispatch service – basic fee	1 x	1.00
Dispatch service – within Germany	per page	0.50
Dispatch service – within Europe	per page	1.00
Dispatch service – outside Europe	per page	1.50

All prices are gross incl. VAT



## ■ Print services

### Flyers, brochures and business cards

We would be pleased to produce in advance any printed matter you may need for your trade fair presence and deliver it to your exhibition stand.  
To this end, simply send us your request by e-mail to [ibc@meplan.de](mailto:ibc@meplan.de) and we will process it immediately.

### Special services

please mark with a cross	Description	EUR <sup>2</sup>
	<b>Express surcharge</b> , 24 hours	+ 100 %
	<b>Simple data check</b>	23.80
	<b>Galley proof</b> The prices quoted apply for a reproducible file (pdf)	17.90
	<b>Batch cutting per cut</b>	2.40

## ■ IBC office services

### Description

#### Secretarial service on request

Create document based on proof, per DIN A4 page and part thereof

Create document based on dictation

Surcharge for English/per page

All prices are gross incl. VAT

## ■ Request for any other wishes you may have:

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Place / date

Company stamp and legally binding signature of exhibitor

**Return to:**

Team CRS

Tel. +49 89 949-21231 Fax +49 89 949-9721231

crs@messe-muenchen.de

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

We hereby order – in the name and on behalf of the above-named exhibitor – the following premises for rent from Messe München GmbH:  
The rental contract is not valid before Messe München GmbH has provided confirmation, which must be made in writing. The confirmation also depends, among others, on the given premises being available for rent at the required time.

Room signage or name of event

## Please note

Conference and meeting rooms are rented to **exhibiting companies only**.

## Conference rooms in A-halls

(Duration of rental: 0.5 days/1 day)

please mark with a cross	floor space in m <sup>2</sup>	Classroom style	Theater style	EUR
	60	24	44	465.00 / 652.00
	120	64	120	875.00 / 1,226.00
	180	112	190	1,286.00 / 1,800.00

## Conference rooms in B-halls

(Duration of rental: 0.5 days/1 day)

please mark with a cross	floor space in m <sup>2</sup>	Classroom style	Theater style	EUR
	62	24	44	514.00 / 723.00
	91	48	90	823.00 / 1,162.00
	124	72	140	1,315.00 / 1,855.00

## Conference rooms in C-halls

(Duration of rental: 0.5 days/1 day)

please mark with a cross	floor space in m <sup>2</sup>	Classroom style	Theater style	EUR
	77	36	70	615.00 / 912.00

## Meeting rooms in A-halls and C-halls

(Duration of rental: 1 day, standard table cluster seating)

please mark with a cross	floor space in m <sup>2</sup>	Boardroom style	EUR
	approx. 17	10	187.00
	approx. 21	10	234.00
	approx. 27	14	300.00
	approx. 34	14	372.00
	approx. 37	18	409.00
	approx. 42	24	464.00
	approx. 51	24	564.00

## ■ Duration of rental

Please indicate the required duration of rental.

	Date	Date	Date	Date	Date
Full day					
From start of trade fair day until 13:00					
From 14:00 to end of trade fair day					

The appropriate order forms for any furnishings or items of communications and media technology equipment you may need will be included in our quotation. In submitting the order, you are indicating your legally binding agreement with the General Terms and Conditions for the rental of conference and meetings rooms as stipulated on pages 3–4. All prices indicated above are net and subject to value-added tax.

## ■ Freight elevator operator (please request in time)

Do you require a freight elevator operator? (EUR 30.00/hour plus VAT)

☐ Yes ☐ No

	Set-up	Dismantling
Date		
Time		

## ■ Coffee machine

Quantity	Description	EUR
	Nespresso CS 220 Pro	on request

The number of machines available is limited; allocation is on a "first come – first served" basis. Rental of machines for full days only. Details and prices on request.

Place / date

Company stamp and legally binding signature of exhibitor

## ■ General Terms and Conditions of Rental for Conference and Meeting Rooms

1. The submission of an order to Messe München GmbH constitutes a contractual offer that the hirer cannot rescind once it has been received by Messe München GmbH. The contract in respect of the rental of the given premises is not valid until you have received a written confirmation from Messe München GmbH. The provision of the confirmation also constitutes acceptance of the contract which can, as a general rule, only occur after the hirer has been admitted as an exhibitor at the trade fair taking place on the premises of the Munich Exhibition Center. Messe München GmbH is entitled to allocate a conference or meeting room to the hirer within the category selected by him.
2. The rent will be billed together with the final invoice and includes the ancillary costs incurred in the form of normal energy consumption, ventilation as well as the cleaning services provided after the stand has been set up and final cleaning services. Any energy consumption deemed to be in excess of a normal level, e.g. due to additional lighting, will be separately invoiced to the hirer at the Messe München GmbH prices valid during the given period of rental, as will any soiling of floors and walls deemed to be in excess of a normal level.
3. The premises concerned are as a rule equipped with conference room tables and chairs. Any changes to the appointment of the premises as required by the hirer will be carried out by Messe München GmbH if at all possible and charged at the prices valid for the duration of the period of rental. Telephone and fax connections, audiovisual installations and other facilities will be provided by Messe München GmbH and/or its contracting companies if available and charged at the prices valid during the period of rental.
4. To the extent necessary, the hirer is obliged to use the security, cloakroom and toilet services offered by Messe München GmbH and/or its contracting companies. These services will be charged to the hirer at the prices valid during the given event.
5. Messe München GmbH is entitled to withhold the rented items until such time as the hirer has fulfilled his financial obligations to Messe München GmbH due with effect of the start of the period of rental.
6. Messe München GmbH will hand over the rented items and other facilities intended for co-usage in a clean state that is deemed appropriate for the contractually agreed purpose at the start of the period of rental. The hirer is obliged to treat the rented premises and facilities intended for co-usage in a caring, considerate manner and to return them in their original state. The hirer is above all prohibited from hammering nails into or attaching other fittings to the ceilings, walls, doors or floors. The state of the rented premises will be checked by Messe München GmbH both at the start and the end of the period of rental.
7. The occupation of conference rooms must occur in accordance with the seating and/or table plan valid for the given purpose and approved by Munich Municipal Fire Department. Additional fittings and/or changes to the valid seating and/or table plan require the prior authorization of Munich Municipal Fire Department, which Messe München GmbH obtains by order and for account of the hirer. The hirer is to provide Messe München GmbH with the appropriate plans for this purpose. Any conditions the hirer may have to meet in connection with the authorization must be met by same again at his own expense. To the extent that authorized seating and/or table plans must be provided for the given meeting rooms, the afore-mentioned provision applies accordingly. The hirer is obliged to inform himself of any requirements needing to be met. Any changes in the furnishing of the office rooms must be co-ordinated with Messe München GmbH. Any requests with regard to seating are to be communicated to Messe München GmbH no later than ten days prior to the commencement of the rental period. In the case of any changes requested after this deadline, Messe München GmbH is entitled to raise a lump sum charge amounting to EUR 50.00 for each change made. The same applies in cases where changes are necessary after the services requested have been rendered. In the event of the hirer violating any statutory requirements, he exempts Messe München GmbH from any liability whatsoever.
8. To the extent that Messe München GmbH supplies the hirer with keys for the contractually agreed premises, the hirer is obliged to return the given keys to the stipulated person at the end of the period of rental. In the event of the hirer not fulfilling this obligation on time or at all, Messe München GmbH is entitled to re-program the locks to the contractually agreed premises that can be locked with the keys that were not returned on time or at all and raise a charge amounting to EUR 120.00 for doing so. Messe München GmbH is entitled to demand payment of an appropriate deposit for each key supplied which Messe München GmbH can keep in the event of the hirer not returning the key concerned on time or at all.
9. No modifications may be made by the hirer to the premises or their technical installations without the prior written approval of Messe München GmbH. At the end of the rental period, they must be returned to their original state. Only Messe München GmbH or its contracting companies may be appointed to carry out such work.
10. The hirer is not allowed to remove from the given premises any furnishings with which Messe München GmbH has appointed the premises concerned without its prior consent. In the case of any violation of this provision, Messe München GmbH is entitled to demand payment of lump sum compensation amounting to EUR 50.00.
11. The hirer may only use the premises as conference, meeting or office rooms. They may not be used for any other purpose, e.g. overnighting.
12. Traffic areas and service zones on the exhibition grounds may be used by Messe München GmbH, the hirers and their customers. The hirer must ensure that the event he is holding in the contractually agreed premises does not disrupt operations on the exhibition grounds. The hirer is moreover obliged to ensure that the other users of the exhibition grounds are not thereby disturbed.
13. The hirer may only sublet the rented premises with Messe München GmbH's prior authorization, which must be made in text form. In the event of the premises being sublet, the subtenants must fulfil the contractually agreed obligations imposed on the hirer. The hirer is liable vis-à-vis Messe München GmbH for the subtenants' compliance with the terms of the contract. Notwithstanding the fact that the premises have been sublet, the hirer is still responsible for ensuring the fulfilment of the contractually agreed obligations.
14. The hirer shall transfer to Messe München GmbH any claims against his sub-tenant arising from the sub-leasing, to secure Messe München GmbH's rights from this rental contract. The hirer is authorized and empowered to collect or legally enforce these claims against the sub-tenants in his own name and at his own expense at any time. This authorization and empowerment shall apply, unless the hirer is in arrears with his financial obligations vis-à-vis Messe München GmbH, and Messe München GmbH has disclosed the assignment of claim to third parties and has advised the hirer about this. Before Messe München GmbH discloses the assignment of claim to the sub-tenants, it shall inform the hirer of its intention. Messe München GmbH will reassign the assigned claims to the hirer, once its claims against the hirer arising from this contract have been settled.
15. Wire-connected telecommunications facilities may only be provided by Messe München GmbH. Messe München GmbH may have its services rendered by a subcontractor. Communications and media technology can be ordered via the appropriate order form.
16. The hirer agrees to allow Messe München GmbH's contracting companies on the exhibition grounds to work inside or outside the rented premises on the exhibition grounds within the framework of their contracts concluded with Messe München GmbH. The hirer is entitled to grant companies other than Messe München GmbH's contracting companies on the exhibition grounds access to the rented premises to the extent that this provision does not contravene any other provisions of this rental contract.
17. Above all for reasons of handling logistics, food and drink must only be supplied by the official trade fair caterers and/or by food and drink supply services approved by Messe München GmbH. Any permit that may be needed in accordance with § 12 of the Catering Act in respect of the supply of food and drink must be applied for with the Kreisverwaltungsreferat, Ruppertstraße 19, 80313 München, Germany.
18. During the period of rental, Messe München GmbH agrees to follow the orders and instructions of the hirer as far as technically possible. The hirer is liable for all damage caused by Messe München GmbH's staff in following the hirer's instructions, regardless of whether the persons concerned are to blame or not, providing they did not act in a wilful or grossly negligent manner.
19. The hirer must comply with the rules governing the use of the trade fair center and its grounds (Munich Trade Fair Center). Moreover, the hirer undertakes to comply with the provisions set out under the directive governing places of public assembly (VStättV), which came into force on Jan. 1, 2008.
20. Within the area of the regional capital Munich, city regulations foresee the strict sorting of all industrial waste into specific recyclable material groups (paper, cardboard, cartons; wood; metal; plastic; glass) as well as into flammable and non-flammable residual waste. The hirer is obliged to carry out himself the sorting of the industrial waste he produces. In the event of the hirer being unable to sort

his waste, he must pay the cost of having the waste sorted on his behalf. In any case, the hirer must pay the cost of transporting the waste he produces during the given event as well as the charges raised by the recycling companies, dumps and incinerators. The hirer is advised, if necessary in co-ordination with Messe München GmbH, to make use of all existing possibilities of reducing the quantity of waste, directly sorting the waste and immediately recycling it.

21. Roof or outside aerials may only be fitted with Messe München GmbH's prior written approval by persons qualified to do so. High-frequency equipment may only be operated with the approval of the responsible authorities.
22. Messe München GmbH is entitled to withdraw from the rental contract if the hirer fails to make any due payments he is obliged to make on the basis of this contract that Messe München GmbH has asked him to make by its payment deadline, which it has extended for payment by five days, and no payment has been received prior to the expiry of this extended deadline. In this case, Messe München GmbH is also entitled to demand payment of the contractually agreed rent by way of flat-rate compensation. Messe München GmbH's right to claim further damages remains unaffected. The hirer can demand that the lump sum compensation be reduced if he proves that Messe München GmbH has sustained less damage. Messe München GmbH's right to claim damages is not excluded as a result of it cancelling the contract.
23. Messe München GmbH is entitled to withdraw from the rental contract or to extraordinary cancellation thereof if the hirer is deemed to have committed an essential breach of contract such that Messe München GmbH cannot reasonably be expected to adhere to the contract. The regulation of damages set out in Item No. 22 Sentences 2–5 applies accordingly.
24. If the hirer cancels his participation as an exhibitor or co-exhibitor at the trade fair taking place on the premises of the Munich Exhibition Center during the given period of rental or if the hirer does not take possession of his stand space by the start of the last stand set-up day of the trade fair concerned, Messe München GmbH is entitled to withdraw from the contract for the rental of conference and meeting rooms or is entitled to extraordinary termination of the given contract without having to give notice thereof.
25. In the event of the hirer being unable to make the agreed use of the rented item(s) for reasons for which he is responsible, he is as a general rule obliged to pay the agreed rent. The same applies if the hirer is unable to make the agreed use of the rented item(s) due to force majeure or reasons for which Messe München GmbH is not responsible. If he notifies Messe München GmbH of his inability to make the agreed use, then the following arrangement applies in respect of the compensation to be paid depending on the point in time at which notification is received prior to the official start of the trade fair:  
Receipt of notification  
up to six weeks prior to start of trade fair: 25 % of contractually agreed rent  
up to two weeks prior to start of trade fair: 50 % of contractually agreed rent  
any time thereafter: 100 % of contractually agreed rent  
Messe München GmbH will set off the value of the expenditure saved as well as that of the advantage gained from any other usage made of the object concerned in the ratio of the reduced rent as per the aforementioned tiered system to the contractually agreed rent.
26. Messe München GmbH cannot be made liable for any damage occurring as result of a force majeure, strikes or other failures beyond its control or fluctuations in the power supply. This also applies in conjunction with the usage of any electro-acoustic installations. Messe München GmbH is liable for personal injury (damage arising from injury to life, body or health) caused by neglect of duty for which Messe München GmbH, its legal representatives or employees are responsible, as well as for other damage caused by wilful or grossly negligent breach of duty by Messe München GmbH, its legal representatives or employees. Messe München GmbH is also liable for any damage caused by the negligent breach of essential contractual duties by Messe München GmbH, its legal representatives or employees. In such cases, Messe München GmbH is liable only if the damage is of a typical nature and not consequential damage, and then only up to three times the net rental charge; this limitation of liability applies only to entrepreneurs, legal persons subject to public law and special funds subject to public law.

27. The hirer undertakes to exempt Messe München GmbH from any claims arising in the hirer's area of responsibility and risk regardless of who is to blame and which are asserted against Messe München GmbH to the extent that the hirer would be obliged to directly compensate Messe München GmbH by law if Messe München GmbH were to meet the claims for damages asserted by the given third party.
28. The hirer is liable to Messe München GmbH for all damage in and to the rented premises, the facilities intended for co-usage as well as to other buildings and parts of the outdoor exhibition area caused by himself, his subtenants, employees, other persons appointed by him or visitors. This also applies to damage to technical facilities and equipment located in the rented premises during the period of rental. To the extent that guilt is a prerequisite of liability by law, the hirer is obliged to prove that his behaviour was not culpable. To the extent that guilt is not a prerequisite of liability by law, the hirer is deemed to be liable even if no blame can be attached to him. Messe München GmbH is entitled to have the damage estimated by a publicly accredited and authorised expert at the hirer's expense.
29. At Messe München GmbH's request, the hirer must produce evidence that he has personal liability insurance coverage for the duration of the trade fair that covers the hirer's contractual risks and for which he has paid the corresponding premiums (incl. insurance tax) in good time. The hirer is advised to take out insurance against fire and theft for items provided for the premises by himself and his subtenants, his employees, others persons appointed by him or visitors.
30. This contract is governed by the law of the Federal Republic of Germany.
31. Any addition or change to this contract must be made in writing. Verbal agreements are invalid. This provision can only be changed by way of a written agreement.
32. In the event of one or more provisions of this contract being or becoming invalid in part or in full, this has no effect on the validity of the rest of the contract. Invalid provisions must be replaced by such other provisions as come closest to the parties' intended purpose.
33. Munich is deemed to be the place of performance.
34. Insofar as the hirer is a trader, a legal entity under public law or a special fund under public law or has no general place of jurisdiction in the Federal Republic of Germany, Munich is the agreed place of jurisdiction for all disputes arising from this contract or in connection with this contract. Messe München GmbH is also entitled at its discretion to assert its claims vis-à-vis the hirer with such court as is competent for the place in which the hirer has his registered office or branch office.

## Return to:

the fair agency gmbh | Agentur für Messedienstleistungen  
Schatzbogen 43 | 81829 München | Germany  
Tel. +49 89 244419370 | Fax +49 89 244419379  
personal@the-fair-agency.com

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

the fair agency gmbh provides you with trained and committed personnel for your presence at trade shows/exhibitions/congresses. Our staff is flexible and has event experience. We put your ideas into practice and support you in your preparation and execution of the event with targeted staff deployment.

## Our services in detail

- planning and organization of personnel training
- advice on the implementation of your ideas
- selection of personnel in accordance with your requirements based on file cards
- supply of individual, customized rental clothing
- you can contact us via our service hotline at any time during the event (24 hrs)
- on request, assumption of full project management on site

## We would be pleased to provide you with a non-binding quotation for

### Hostesses/Hosts/Service staff

☐ Male ☐ Female Number of persons \_\_\_\_\_ Age approx. \_\_\_\_\_

### Duties

- ☐ Information ☐ Promotion ☐ Meet & Greet  
☐ Service ☐ Kitchen ☐ VIP care  
☐ Other (please specify) \_\_\_\_\_

### Interpreter/Translator (bookable for half day/full day only)

- ☐ Professional interpreter (simultaneous/consecutive)  
☐ Conversation interpreter (native speaker/language student)

### Language skills required

- ☐ German ☐ English ☐ French  
☐ Italian ☐ Portuguese ☐ Spanish  
☐ Other language \_\_\_\_\_

## Deployment times (including breaks)

- ☐ Briefing on day prior to trade show required (usually approx. one hour)

On the trade show days

First day	from	to	no. of hours
Subsequent trade show days except last day	from	to	no. of hours
Last trade show day	from	to	no. of hours

## Type of clothing required

- ☐ Standard (trouser suit/ladies' suit black, white blouse)  
☐ Clothing to be supplied by the exhibitor  
☐ Rental uniforms or rental clothing

please specify \_\_\_\_\_

## Notes

This is a non-binding **inquiry form**.

Based on the requirements listed above, we will draw up a specific quotation within three working days and propose suitable personnel via file cards. Any contract agreed is concluded between the exhibitor and Messe München GmbH's contracting company following confirmation of quotation.

the fair agency gmbh supplies personnel in accordance with the provisions set out in the German Employment Agency Act. The prices charged include the social security deductions and taxes required by law. The service provision agreed is checked regularly during the trade fair. Should staff members supplied for the duration of the fair be unavailable due to illness, they will be replaced at no extra cost.

Place / date

Company stamp and legally binding signature of exhibitor

## ■ Terms of booking for event personnel

### § 1 General - Area of Application

1. Our standard terms and conditions (STC) apply exclusively; conditions that are conflicting or deviate from our STC are not recognized by us unless we have consented to their applicability explicitly and in writing. Our STC also apply if we render our services even though we are aware of our client's conditions that are conflicting or deviate from our STC.
2. All agreements that deviate from our STC and are concluded between us, the supplier of temporary employees, and our client, the hirer, for the purpose of executing our client's order are valid only if they have been put in writing and signed by us with legal effect. All changes to the original order, subsidiary agreements, and additional orders are valid only if they have been put in writing and signed with legal effect.

### § 2 Offer and booking

1. In general, our offers are binding on us for a period of only three weeks, but this period can be extended by mutual agreement up to the beginning of the deployment, or possibly shortened, depending on the dates in question.
2. A booking takes legal effect when the hiring contract has been signed by both parties. Signatures are recognized as legally effective when they have been written by hand and transmitted by regular mail or when they are generally recognized electronic signatures transmitted by email.
3. By booking services pursuant to paragraph (4), the hirer expressly declares unreserved agreement with the offer's description of services and framework conditions; in particular, the hirer accepts our payment conditions and prices, and the statutory provisions of the German Temporary Employment Act (AÜG).
4. A booking is deemed by us as having been accepted when the advance payment invoice amount has been credited to our bank account and we have not refused acceptance in writing by the end of the second working day thereafter.
5. We reserve the right to dissolve a valid contract with immediate effect and to immediately withdraw the personnel supplied if we become aware that the personnel supplied are directly or indirectly deployed for execution or support of acts that are unlawful, contrary to public policy, or that pose a risk to human health.

### § 3 Termination of the Hiring Contract

The hiring contract has a limited term and therefore does not need to be terminated. This does not affect the parties' rights to cancel for good cause pursuant to sect. 626 BGB (German Civil Code).

### § 4 Inability of Committed Personnel to Work

If one or more persons committed for deployment is unable to work for reasons for which the hirer is not responsible, then we shall endeavor to provide adequate replacements. The additional costs for this will not be charged to the hirer. In the event that replacements cannot be provided, the payment due from the hirer will be reduced accordingly. Further claims by the hirer are barred unless our actions were intentional or grossly negligent.

### § 5 Complaints

1. If the personnel deployed falls short of the qualifications assured in the offer to a substantial extent, then the hirer must report this to us as soon as possible, by the end of the first day of deployment at the latest. We will then endeavor to provide a replacement with the agreed qualifications as soon as possible.
2. If the personnel deployed conduct themselves in such a way that the hirer is justified in complaining, this complaint must be notified to us directly after such an incident with a statement detailing the complaint. If the hirer is justified in demanding that a particular person be replaced, then this person must be relieved of his or her duties at once. If this person continues to work, then the right to a replacement ceases to exist.
3. If deployed personnel miss work and are to blame, the amount due from the hirer for their services shall be reduced accordingly.

### § 6 Liability

In principle, we are liable only for the qualifications of the employees we hire out, as specified in the contract, insofar as the statutory provisions do not prescribe anything else.

### § 7 Payment Conditions

1. The payment conditions are governed by the conditions in the offer and by these STC.
2. To have the effect of discharging debt, payments must be made to our bank account in euros and without any deductions (such as bank charges or costs of credit transfer).

### § 8 Applicable Law / Place of Jurisdiction

This hiring contract is governed solely by the law of the Federal Republic of Germany. The place of jurisdiction is Munich.

### § 9 Discrepancies of Translation

If there are any discrepancies between the translation of these provisions into English and the German language version, then only the German language version shall apply.

Munich, March 2013



## Return to:

Künstlervermittlung München der Zentralen Auslands-  
und Fachvermittlung (ZAV) der Bundesagentur für Arbeit  
Kapuzinerstrasse 26 | 80337 München | Germany  
Tel. +49 89 38170761 | Fax +49 89 38170770  
www.ba-kuenstlervermittlung.de

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

We need for the time (from/to)

Languages

possible subsequent dates (from/to)

in

Other

## ☐ Model/s (female)

Dress size

Height

Bust measurement

Waist

Hips

Color of hair

Shoe size

Salary per day/EUR

☐ plus or

☐ incl. charges amounting to EUR (plus 19 % VAT)

## Photos requested

☐ Yes

☐ No

Introduction/Interview on

time

place

to Mr/Ms

Phone number at the fair (if already known)

Apart from the male and female models on its books, the German labor exchange's artist agency can offer you a wide range of artists and musicians for your exhibition booth or after-fair party.

Your contact for artist inquiries: Olga Pröbstl, Tel. +49 89 38170755

## Please note

Your order will be passed on to the Munich artist agency section of the German labor exchange's central foreign and technical employment agency (ZAV) department. Messe München GmbH has no further involvement in the hiring of models.

## ☐ Model/s (male)

Dress size

Height

Waist

Inside leg

Collar size

Color of hair

Shoe size

Place / date

Company stamp and legally binding signature of exhibitor

**Return to:**

Agentur für Arbeit München | Messe-Job-Vermittlung  
Auf dem Messegelände: Servicebetriebe Ost  
Willy-Brandt-Allee 9 | 81829 München | Germany  
Tel. +49 89 5154 3500/3600 | Fax +49 89 5154 9990  
Muenchen.Messebuero@arbeitsagentur.de

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

Contact

Street / P.O.Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

## ■ Personnel recruitment service

**Dear sir or madam,**

Our experienced team of employment counsellors would be pleased to recruit stand personnel for your exhibition booth at the forthcoming trade show **free of charge**. Settlement of the agreed remuneration should occur directly between the exhibitor and the given stand personnel. It is in your own interests to notify us of your personnel requirements in good time. **(Please complete this form and fax it back to us!)** We wish you a successful time at the trade fair.

The following personnel is required:

## ■ Personnel requirements

\_\_\_\_\_ male \_\_\_\_\_ female \_\_\_\_\_ sex irrelevant  
number number number

for the following duties:

☐ Hostess/Stand assistant ☐ Sales assistant  
☐ Interpreter ☐ Kitchen assistant

\_\_\_\_\_ from \_\_\_\_\_ to approx. (date)

**Age**

\_\_\_\_\_ ☐ age irrelevant  
from \_\_\_\_\_ to approx.

**Nature of work****Required skills, languages****Further points to note and other requirements**☐ **Assistance with setting up stand**

\_\_\_\_\_ on/ from \_\_\_\_\_ to (date/s)

\_\_\_\_\_ from \_\_\_\_\_ to approx. (time)

☐ **Assistance with dismantling stand**

\_\_\_\_\_ on/ from \_\_\_\_\_ to (date/s)

\_\_\_\_\_ from \_\_\_\_\_ to approx. (time)

## ■ Payment

The stand personnel ordered by us will be paid the following remuneration:

\_\_\_\_\_ EUR per hour

\_\_\_\_\_ EUR per day

\_\_\_\_\_ EUR for the duration of the trade fair

## ■ Opening hours

The exhibition employment agency is open from Monday to Thursday from 8:00 to 16:00 as well as on Fridays from 8:00 to 12:00 noon. During trade fairs (including setting up and dismantling periods), the agency may also be contacted outside the regular opening hours.

Place / date

Company stamp and legally binding signature of exhibitor

**Return to:**

Allianz Versicherungs-AG  
Abt. S03-HB-FHB1 | 85769 Unterföhring | Germany  
Tel. +49 89 92529-63210 | Fax domestic 0800 4 400101 | Fax foreign countries +49 89 207002911  
(via German landline 6 cents per call; via mobile phone max. 42 cents per minute)

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

## ■ Application for exhibitors' liability insurance

**Policy no. AS-0470301199**

We hereby apply for insurance cover under the insurance policy taken out by Messe München GmbH:

**Exhibitors' liability insurance**

Insurance cover is provided against the consequences of statutory liability arising from participation in the trade fair, including assembly and dismantling on the exhibition grounds.

The insured amount per insurance case is

**EUR 5,000,000.00 for damage to both persons and property.**

The above insured amount is the maximum coverage for total accrued claims.

For the basis of contract, conditions and components of this application, see page 2.

The premium is EUR 13.00 for each person working at the exhibition stand, at least, however, EUR 65.00, plus the statutory insurance tax (currently **19 %**).

Maximum number of persons working

on the stand	x EUR 13.00 =	EUR
		Minimum premium EUR 65.00

plus statutory insurance tax	EUR
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Gross amount (one-off payment before the beginning of the trade show)	EUR
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Insurance cover is provided only **after the insurance company has received payment** of the premium. Please make sure that this application is submitted and payment of the premium is made in good time before the fair.

**Please transfer the amount concerned to the following account:**

**Bank details**  
**Commerzbank München**  
**SWIFT/BIC DRES DE FF 700**  
**IBAN code DE26 7008 0000 0301 2165 00**

**Remember to enter AS-0470301199 as the purpose of the bank transfer!**

Remittances transferred from outside Germany are to be paid free of bank charges.

## ■ Please note

- This form also serves as the insurance certificate which is why no separate insurance certificate nor any invoice will be issued.
- Your copy of the bank transfer is considered proof that an insurance policy exists. Make sure it is readily available for presentation/submission in the event of a claim being filed.

Any contract agreed is concluded directly between the exhibitor and the contracting firm of Messe München GmbH.

For sales tax purposes: sales tax ID no.: DE 811 150 709; insurance contributions are not subject to sales tax in accordance with the German Sales Tax Act and the 6<sup>th</sup> EC Guideline.

Place / date

Company stamp and legally binding signature of exhibitor

## ■ Basis of contract

This application with the special conditions below, the special conditions for liability insurance in connection with damage caused by environmental influences (**H 6161**), eco-liability insurance for business operations/professions module I (**H 6162**), the general terms of liability insurance (AHB) and other statutory regulations form the basis of this insurance contract. The AHB and the terms and conditions relevant to H 6161 and H 6162 will be sent upon request. The exhibitor herewith dispenses with the issue of an insurance policy.

A copy of the application has been handed over.

## ■ Written form, completeness of the application

Insurance cover is provided only for the contents of the contract, for which an application has been made in writing. Verbal statements on insurance cover apply only if the insurance company confirms them in writing.

## ■ Statement of consent to data processing

I hereby consent to the insurance company using data from the application forms or in the course of implementing the contract (on premiums, events insured, changes of risk/contract) in the required scope for

- evaluating the risk and handling reinsurance with the reinsurance company and
- evaluating the risk and claims against other insurance companies directly or through the Federation of the German Insurance Industry or the Association of Private Health Insurance Companies.

The latter shall also apply to the examination of risks for contracts for which I apply here or in future with other insurance companies. In the case of personal insurance, this shall also apply independently of whether or not a contract comes into existence. I also consent to the German companies of the Allianz Group keeping my general application, contract and insurance data in general collections of data and passing them on for storage to the agent who is responsible for me, in as far as this serves the orderly handling of my insurance affairs. Without influencing the contract and revocable at all times, I also consent, as part of regular customer service, to personal data, also on financial services, being stored with the agent or the company and being passed on to the agents or other German companies of the Allianz Group. My consent is effective only if I had an opportunity to take note of the information on data processing.

## ■ Special conditions

### 1. Insurance cover is provided

against the consequences of statutory liability of the exhibitor, his Board of Management or persons entrusted with certain tasks in connection with arranging, managing and supervising the trade fair presentation.

### 2. Insurance cover is also provided

2.1 against the consequences of statutory personal liability of the exhibitor's employees in connection with their work during the trade fair. Claims arising from personal injury, which are based on industrial accidents or occupational diseases sustained at the exhibitor's business under the Code of Social Law VII, are excluded. The same applies to accidents under the civil service regulations, which occur during the course or as a result of the civil servant's work in the office.

2.2 Assembly and dismantling: Insurance cover is provided against the consequences of the exhibitor's liability arising from the assembly and dismantling of the usual trade fair items (eg, stands, lighting, decoration). Damage to objects and the consequences of liability of third firms are not insured.

### 3. The coverage includes

3.1 contrary to the terms set out under section 7.6 AHB – your statutory liability insurance for damage to buildings or premises hired or rented (not leased) for the event insured due to fire, explosion, mains water or wastewater and due to any other asset loss arising from it.

3.1.1 Excluded from the coverage remain claims

- from your shareholders or their relatives;
- from your legal representatives or such persons as you appoint as

managers or supervisors of the insured operation or part thereof or their relatives;

- from such companies as are associated with you or your partners by way of a majority holding or share a single corporate management;
- in the form of such recourse claims as are covered by the waiver of recourse in accordance with the provisions set out in the agreement concluded by fire insurers for comprehensive insurance claims.

3.1.2 Subject to offsetting of the agreed sum insured per claim and the maximum compensation per claim during the term of insurance, the sum insured for damage to rental items due to fire, explosion, mains water or wastewater amounts to EUR 1,000,000.

3.2 Your statutory liability insurance as defined under section 2.1 AHB due to asset loss from claims occurring during the validity of the insurance.

3.2.1 Excluded from the coverage are claims due to damage

- caused by products manufactured or supplied, work carried out or other services rendered by you (or by your order for your account by third parties);
- caused by planning, advisory, auditing or independent inspection activities or those involving construction or assembly management work;
- arising from advice, recommendations or instructions to economically affiliated companies;
- attributable to brokerage transactions of any kind;
- attributable to information provision, translation and tour operating activities;
- caused by investment, loan, insurance, property, leasing or similar economic transactions, by payment transactions of any kind, by cash management activities as well as due to breach of trust or embezzlement;
- attributable to rationalization, automation, data logging/storage/back up/restoration as well as to the exchange, transmission or provision of electronic data;
- caused by the violation of industrial protected rights or copyright as well as of antitrust or competition law;
- due to non-compliance with deadlines, dates, preliminary or cost estimates;
- attributable to breach of duty connected with activities as a former or current member of the management board, management, supervisory board, advisory council or other comparable management or supervisory councils/bodies;
- caused by the conscious deviation from statutory or regulatory requirements, from instructions or conditions issued by the customer or for some other conscious breach of duty;
- attributable to the loss of items e.g. cash, cashless means of payment, securities, savings books, certificates, jewelry or other valuables.

3.2.2 Sum insured/Maximization

The sum insured amounts to EUR 1,000,000 per claim.

This sum is at the same time the maximum compensation for all claims during the term of insurance.

3.3 Your statutory insurance liability arising from the possession, holding or use of the following vehicles not subject to mandatory insurance coverage:

- motor vehicles (e.g. fork-lift trucks) with a maximum speed of no more than 6 km/h;
- self-propelled work machines with a maximum speed of no more than 20 km/h;
- motor vehicle trailers insofar as they are not used in connection with a tractor requiring mandatory insurance coverage.

The vehicle may be used by an authorized driver only.

Authorized drivers are such persons as may use the vehicle with the knowledge and permission of the persons authorized to dispose of the vehicle concerned. You are obliged to ensure that the vehicle is not used by an unauthorized driver. The driver of the vehicle may use the vehicle on public ways or places with the necessary driving permit only. You are obliged to ensure that the vehicle is not used by such driver as does not have the driving permit required. If you violate these obligations, section 26 AHB becomes effective.

### 4. The following is/are not insured – the exclusions in the AHB notwithstanding –

- 4.1 loss of articles of all kinds,
- 4.2 damage to exhibited items or items handed in for safekeeping (in a cloak-room or elsewhere) and all damage to property arising as a result,
- 4.3 damage of any kind to the clothing of persons involved, to flags and other exhibits, and all damage to property arising as a result,

- 4.4 damage as a result of contagious animal diseases,
- 4.5 damage caused by aircraft of any kind, regardless of whether the owner, pilot or exhibitor is liable,
- 4.6 damage to motor vehicles, water- and aircraft, as well as animals, vehicles, harnesses and saddles brought to or used at the trade fair, and all damage arising as a result,
- 4.7 damage to riders, drivers and pilots as well as to occupants of motor vehicles, water- and aircraft,
- 4.8 consequences of liability of owners as well as of drivers and pilots of motor vehicles and watercraft,
- 4.9 consequences of liability as horse owners.

**5. The provisions set out under item 3.1 (3) and item 4 of the AHB do not apply to this insurance.**

**Return to:**

Allianz Esa cargo & logistics GmbH  
Abt. Fachberatung Transport | Uhlandstr.2 | 70182 Stuttgart | Germany  
Ms. Nurdan Inci | Tel. +49 711 1292-33394 | Fax +49 711 1292-23405  
sw-fb-trb-gr2@allianz.de

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

In accordance with Section 9 of the General Terms of Participation A, Messe München GmbH does not accept any liability for damage to or loss of exhibits.

It has taken out an outline insurance policy with  
Allianz Esa cargo & logistics GmbH  
D-10900 Berlin

This policy provides an extensive insurance cover adequate for the requirements for the account and in favour of each exhibitor.

Please apply in time for the necessary insurance policies before the risk begins because the insurance cover will only become effective after payment of the premium.

We hereby apply for the following insurance cover within the framework of the insurance policy concluded by Messe München GmbH:

**1. Exhibition insurance**

(excluded are jewelry, gold and silverware, watches, stamps and vehicles, for which special insurance agreements and premiums are to be concluded on a case-by-case basis.)

**Total insurance sum/EUR**

(acc. to list of valuables, see page 2)

**Basic premium for the duration of stay and**

– Transportation within Munich to and from exhibition site	3.0 ‰
– Transportation within Germany to and from exhibition site	4.0 ‰
– Transportation to and from exhibition site to/from countries bordering on Germany	4.5 ‰
– rest of Europe (excl. CIS)	5.5 ‰
– other countries	by special agreement

**Extra premium for breakage of delicate objects, e.g.** glass, porcelain, terra cotta, gypsum plaster, marble, fluorescent tubes, glass show cases, etc. and models

from part value of EUR \_\_\_\_\_ 20 ‰

**Minimum premium EUR 51.00**

**2. The statutory insurance tax at the current rate will be added to the premium.**

3. The relevant general insurance conditions shall apply for the aforementioned types of insurance.

4. Only applicable for banks in Germany:

**SEPA direct debit mandate**

This one-off amount is to be deducted from the account stated. This authorization, which can be revoked at any time, also applies for substitute contracts.

IBAN code

SWIFT/BIC

Name and address of the bank/branch

Name and signature if different from account holder

Remittances transferred from outside Germany are to be paid free of bank charges.

**Bank details: Commerzbank München**

**Bank code:** 700 800 00  
**Account no.:** 302 019 800  
**IBAN** DE29 7008 0000 0302 0198 00  
**SWIFT/BIC** DRESDEFF700

Any contract agreed is concluded directly between the exhibitor and the contracting company of Messe München GmbH

**Please remember**

to fill in and fax the second page, too.

Place / date

Company stamp and legally binding signature of exhibitor

### Transport and exhibition insurance

Insurance cover will be provided without any interruption for transportation to and from the exhibition site (assuming proper packaging and handling) incl. the stay on the exhibition site for the period of the trade fair itself, including pre- and post-storage time necessary for installing and dismantling exhibits and items of equipment.

This insurance covers in particular damage caused by

- accidents during transport, industrial accidents, force majeure, fire, burglary, ordinary theft, mains water, leakage, ordinary breakage and damage including wanton and malicious damage caused by a third party.

This insurance does not, however, cover damage to exhibits occurring when putting into operation or during demonstration or damage due to the effects of weather and storm to exhibits set up in the open air.

**Living animals and plants are not covered by this insurance.**

Exhibitors from countries with which no special agreements on premiums exist are advised to send in the application form in time so that a quotation can be submitted before the risk begins.

Irrespective of separately agreed insurance cover against the risk of theft of all kinds, objects housed on the exhibition site shall only be insured if the exhibition stand is watched during setting up and dismantling and during visiting hours up until the halls close, either by employees of the policy holder or by specially employed guards, and if the exhibition halls are guarded during the night.

## List of valuables

### Exhibits

(List of exhibits to be insured, specify individual value per exhibit)

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### Items of equipment

(List of stand equipment items to be insured, specify individual value per item)

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I hereby consent to the insurer forwarding data obtained from the application forms or in the course of implementing the contract (on premiums, claims, changes of risk/contract) to other insurers to the extent required for evaluating risks and claims. This consent also applies to the examination of risks for (insurance) contracts for which I apply with other companies or to future applications.

I also consent to the insurers of Allianz Group keeping my general application, contract and insurance data in general collections of data and passing them on for storage to the agent who is responsible for me, in as far as this serves the orderly handling of my insurance affairs.

I also consent, until such time as it is revoked and as part of regular customer service, to personal data being stored with the agent or the company and being passed on to the agents or other companies of Allianz Group, whereby all Allianz Group employees and agents are to meet their general and specific obligations of confidentiality.

My consent is effective only if I have had a reasonable opportunity to note the contents of the insurer's Notice on Data Processing.

Place / date

Company stamp and legally binding signature of exhibitor



## Return to:

Allianz Esa cargo & logistics GmbH  
Abt. Fachberatung Transport | Uhlandstr.2 | 70182 Stuttgart | Germany  
Ms. Nurdan Inci | Tel. +49 711 1292-33394 | Fax +49 711 1292-23405  
sw-fb-trb-gr2@allianz.de

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

## ■ Insurance for watches, clocks, jewelry, precious stones and silverware

If you have not taken out appropriate special travel and interim storage insurance or other insurance of valuables, giving protection coverage of such property during your attendance at this fair, please inform us at the latest by

**January 11, 2016**

stating the following:

1. Type of exhibits

2. Sum insured (prime cost/production cost)/EUR

3. Do you wish to include transport insurance?  
(insurable only in the case of accompanied transport)

☐ yes ☐ no

You will receive by return of post a confirmation of cover by the insurance company (2.5 % premium for exhibition risk). Minimum premium EUR 51.00 net.

A condition of insurance cover is that all individual exhibited items with a value in excess of **EUR 7,500.00** are deposited in a locked safe or strongroom with double walls at all times outside the opening times of the trade show.

Please note that a separate insurance declaration is provided for machines, appliances, stand furniture and third-party liability (forms 17.1 and 17.2).

I hereby consent to the insurance company forwarding data acquired from the application forms or in the course of implementing the contract (on premiums, claims, changes of risk/contract) to the extent required to the reinsurance company for evaluating the risk and handling the reinsurance as well as to the Association of German Transport Insurance and other insurance companies for evaluating the risk and claims.

I also consent to the insurance companies of Allianz Group keeping my general contract, account and benefit details in general data collections and passing the relevant data on to its agents. Additional information concerning the forwarding of data can be sent to me on request.

### Direct debit authorization

Only applicable for banks in Germany.

### SEPA direct debit mandate

This one-off amount is to be deducted from the account stated. This authorization, which can be revoked at any time, also applies to substitute contracts.

IBAN code

SWIFT/BIC

Name and address of bank/branch

Name and signature if different from account holder

### Please transfer the amount concerned to the following account:

**Bank details:** Commerzbank München  
Bank code 700 800 00  
Account no. 302019800  
IBAN DE297008 0000 0302 0198 00  
BIC DRESDEFF700

Any contract agreed is concluded directly between the exhibitor and Messe München GmbH's contracting company.

Place / date

Company stamp and legally binding signature of exhibitor

**Contact and invoicing:**

DER Touristik Frankfurt GmbH & Co. KG | TRADEFAIRS  
Emil-von-Behring-Str. 6 | 60439 Frankfurt | Germany  
Tel. +49 69 9588-3616 | Fax +49 69 9588-1913  
messe-muenchen@tradefairs.com | www.messe-muenchen.tradefairs.com  
Service hours: Monday to Friday from 09:00 to 17:30

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

At TRADEFAIRS you can book your hotel room online quick and simple. Visit our website at [www.messe-muenchen.tradefairs.com](http://www.messe-muenchen.tradefairs.com)

Register now at our website and book your room requirements directly online. Or send us your request via this form.

Trade show

Date of arrival

Date of departure

Number of rooms

single

double

Hotel rating

☐ 5 \*\*\*\*\* ☐ 4 \*\*\*\* ☐ 3 \*\*\* ☐ 2 \*\*

Maximum room rate/EUR

Hotel location

☐ Near exhibition center ☐ City center ☐ Airport  
☐ Surrounding area max. 30 km ☐ Surrounding area max. 50 km ☐ Surrounding area max. 80 km

Other

☐ Easy access to exhibition center via public transport

Preferred terms of payment:

☐ Payment of bed/breakfast charges by applicant  
☐ Payment of all charges incl. all ancillary services (e.g. garage, minibar, restaurant etc.) by applicant

**Applicant/Contact/Company data**

Company

Department

Contact

☐ Ms

☐ Mr

Title

First name

Last name

Address

Town/Postcode

Country

Telephone (incl. area code)

Fax (incl. area code)

E-mail

**Please note**

When booking more than one room, TRADEFAIRS needs a list of names of all guests requiring rooms.

Any contract agreed is concluded directly between the exhibitor and DER Touristik Frankfurt GmbH & Co. KG / TRADEFAIRS in its capacity as Messe München GmbH's contracting company.

Place / date

Company stamp and legally binding signature of exhibitor

**Return to:**

Messe München GmbH  
Messegelände | 81823 München | Germany  
Fax +49 89 949-20059 | [events@messe-muenchen.de](mailto:events@messe-muenchen.de)

Exhibitor

Hall / Stand no.

Outdoor exhibition area / Block

VAT no.

Contact

Street / P.O. Box

E-mail

Country / Town / Postcode

Tel. with area code and ext.

Fax with area code and ext.

## ■ From press conferences through to exclusive customer events – are you seeking a suitable location or the right agency?

**Professional Event Service** – a service offering from Messe München GmbH ([www.messe-muenchen.de/events](http://www.messe-muenchen.de/events)).

Professional Event Service designs, organizes and realizes your event – creative concepts implemented professionally. Let our know-how and network work for you.

**Use our services for:****Events**☐ I am interested in a **Stand Party**

Number of people

☐ I am interested in a **Corporate Event**

Number of people

☐ I am interested in a **Product Presentation**

Number of people

☐ I am interested in a **Press Conference**

Number of people

☐ **Personnel** (hostesses, stylists, models ...)  
I would like to receive more information☐ **Shuttle Service**  
I would like to receive more information☐ **Hotel Room Arrangements**  
I would like to receive more information

## ■ Please note

The Professional Event Service team is at your disposal for any questions or wishes you may have.

Please feel free to call us at +49 89 949-20056 or send an e-mail to [events@messe-muenchen.de](mailto:events@messe-muenchen.de)

Place / date

Company stamp and legally binding signature of exhibitor

### Return to:

MEPLAN GmbH

"Your key to trade fair success"

Willy-Brandt-Allee 1 | 81829 München | Germany

Tel. +49 89 949-28311 | Fax +49 89 949-28159

www.meplan.com

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

### Consultancy and quote

Simply checkmark all the services of interest to you and we will supply you with a non-binding offer tailored to suit your stand size, requirements and personal wishes.

## ■ 1. Concept development

Please check	Description	EUR
	<b>Trade fair concept development</b> You have little or no trade fair experience and require support with drafting your trade fair concept? The professionals of "Your key to trade fair success" will provide you with individual advice as to how you ideally prepare your trade fair participation.	Price on request
	<b>Trade fair concept audit</b> You already have exhibition experience and wish to find out whether and in which areas you can optimize your trade fair planning? "Your key to trade fair success" professionals identify optimization potential for your trade fair planning in a personal discussion with you. Step by step, we develop together with you a custom-tailored trade fair concept that takes account of your company's general parameters while focusing rigorously on your specific trade fair objectives.	Price on request

## ■ 2. Training courses

Please check	Description	EUR
	The training services provided by the "Your key to trade fair success" initiative prepares your stand team ideally for the communication aspects of your trade fair participation.	
	<b>In-house workshop for preparing your stand team</b> The "Your key to trade fair success" in-house workshop prepares your stand team for the communication challenges it faces on the exhibition stand. The typical areas covered by the workshop include: <ul style="list-style-type: none"> <li>– importance of trade fair goals for the performance on the exhibition stand</li> <li>– establishing contact with visitors</li> <li>– managing and concluding a business conversation</li> <li>– impact of body language on visitors</li> <li>– handling critical situations</li> <li>– follow-up on trade fair discussions</li> </ul> Your stand team experiences how to communicate with visitors to your exhibition stand in a targeted manner based on practical examples, role play and other interactive elements. The content and duration of the workshop are tailored to suit your objectives.	Price on request
	<b>Kick-off training shortly before start of trade fair</b> The kick-off training provided by "Your key to trade fair success" gives your stand team a real motivation boost, a feeling of togetherness and enthusiasm for the forthcoming challenges just prior to the start of the trade fair. The typical areas covered in condensed form by the kick-off training include: <ul style="list-style-type: none"> <li>– potentials your trade fair participation offers</li> <li>– importance of your trade fair goals for the stand team</li> <li>– code of behavior during trade fairs</li> <li>– image and trade fair mission statement</li> <li>– incentives for employees</li> </ul> Your stand team experiences just how successful the forthcoming days can be and what each individual can contribute to the company's success. The content and duration of the training are tailored to suit your objectives.	Price on request

### ■ 3. Visitor marketing

Please check	Description	EUR
	<p>The ground work for your exhibition success is not accomplished exclusively at the fair itself but instead and above all in the run-up to it. A well-conceived and creative invitation process enables you to generate attention and meeting appointments before the fair even starts. Benefit from our creativity and our extensive visitor marketing expertise. "Your key to trade fair success" professionals support you with the following services for print, e-mail and cross-media trade fair invitations:</p> <ul style="list-style-type: none"> <li>– address material for trade fair invitations to your target group</li> <li>– creative invitation concepts your visitors won't forget</li> <li>– production and dispatch of your visitor invitations</li> <li>– arranging appointments by telephone with your target groups</li> </ul>	Price on request

### ■ 4. Lead management and contact logging

Please check	Description	EUR
	<p><b>Lead management service</b> From the design of your lead form via the collection and logging of the completed lead forms through to the daily evaluation and delivery of the digital data, we take care of everything. This allows you to concentrate on your sales discussions while we ensure that all your visitor meeting notes and contact information is made available to you promptly in an Excel list.</p>	Price on request

### ■ 5. Evaluation of trade fair success

Please check	Description	EUR
	<p><b>Mystery visits – analysis of service quality</b> The service quality of your stand staff has a key impact on your exhibition success. The mystery visitors from "Your key to trade fair success" observe what happens on your stand and participate in the action like interested trade show visitors. During this visit, they examine various aspects such as the time required for establishing contact, discussion initiative, general behavior, body language, conversation management and your stand team's ability of conveying the information in keeping with the pre-defined communication targets. The results of the mystery visits include concrete action recommendations for stand team training and can even be used during the trade fair to enhance staff motivation. Content and scope of mystery visits are tailored to suit your objectives.</p>	Price on request
	<p><b>Exhibition stand feedback</b> During the event, you often do not have the time for an objective observation and structured evaluation of your own exhibition stand. "Your key to trade fair success" stand specialists provide you with feedback on your trade fair presence. The analysis of your stand occurs on the basis of a comprehensive list of criteria covering the areas of functionality, design and communication and identifies any development potential for subsequent events. Content and scope of exhibition stand feedback are tailored to suit your objectives.</p>	Price on request
	<p><b>Benchmark analysis</b> The objective analysis of your exhibition stand can be enhanced to include a benchmark analysis covering the trade fair presence of your competitors. This approach gives you structured feedback as to how your company presents itself in a direct comparison with the market environment. The findings thus gained provide you with market transparency and support you in positioning your company even better at subsequent events. Content and scope of the benchmark analysis are tailored to suit your objectives.</p>	Price on request
	<p><b>Visitor count</b> A count of visitors to your exhibition stand is useful if your stand is so large that you are unable to engage in conversation with all stand visitors. In such cases, your trade fair presence impacts on significantly more visitors than the evaluation of your trade fair leads would indicate. The "Your key to trade fair success" visitor count determines overall visitor numbers to your stand (gross awareness) and shows visitor flows by day and times. Moreover, you obtain findings on the access routes to your exhibition stand and a sound basis for deciding the planning and deployment of your exhibition stand team.</p>	Price on request

Please check	Description	EUR
	<b>Visitor surveys</b> How do visitors to your stand rate your trade fair presence? Were you able to meet the expectations of your target groups? How satisfied is your target group with your service quality? Is your company perceived by visitors the way you intend it to be? These and many other questions on visitor satisfaction, visitor structure, visitor behavior and investment intentions can be answered by a "Your key to trade fair success" visitor survey.	
	<b>On-site survey</b> The survey is conducted on your exhibition stand by trained interviewers during the trade fair. The market research team of "Your key to trade fair success" advises you on the drafting of the questionnaire, programs the survey on mobile terminals, carries out the survey on your exhibition stand and provides a statistical analysis of the results. The analysis results are collated in a presentation and presented to you personally.	Price on request
	<b>Online survey</b> "Your key to trade fair success" online surveys enable you to generate feedback from your visitors on attitudes, objectives and satisfaction after the trade fair is over. The "Your key to trade fair success" market research team advises you on the drafting of the questionnaire, programs the survey on an online survey tool, carries out the survey for you on request and provides a statistical analysis of the results. The analysis results are collated in a presentation and presented to you personally. You have, moreover, the option of comparing your survey data with a trade fair survey database containing more than 100,000 data records.	Price on request

All prices plus statutory VAT.

Upon placement of order, our Terms and Conditions of Business apply (see form 2.17).

Place / date

Company stamp and legally binding signature of exhibitor

# Technical Guidelines

## Messe München GmbH

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## 1. Preface

Messe München GmbH has issued guidelines for the fairs and other events it holds with the aim of providing all exhibitors/organizers with optimum conditions for presenting their exhibits and addressing their visitors and other interested parties.

The Technical Guidelines are a constituent part of the contracts Messe München GmbH concludes with its exhibitors, organizers, service companies, stand-building companies and other service providers. These exhibitors, organizers, service companies and other service providers undertake to ensure that all their contractual partners, who are active or merely present at the trade fair center, comply with these Technical Guidelines. Messe München GmbH is entitled to demand that all persons active or merely present at the trade fair center comply with the Technical Guidelines. As far as fairs, exhibitions and other events run by an organizer other than Messe München GmbH are concerned, the given organizer is, alongside Messe München GmbH, entitled and obliged to demand of his customers and their contractual partners that they comply with the Technical Guidelines.

At the same time, these Technical Guidelines include safety regulations intended to guarantee optimum technical and design safety at the event in the interests of exhibitors and visitors alike.

The regulations applicable to fire prevention, construction and other safety precautions have been agreed with the relevant offices of the Munich Department of Works in their function as the local authority responsible for construction and technical acceptance in respect of fairs and exhibitions.

Messe München GmbH reserves the right to check compliance with these regulations and to take appropriate action should they be violated. The relevant statutory regulations applying at the given time must also be observed.

For safety and stand construction purposes, Messe München GmbH is entitled to impose requirements above and beyond those stipulated in these Technical Guidelines.

The Order Forms for Exhibitor Services will be available in good time. The order forms are to be completed and returned in accordance with the deadlines set out in the Order Forms for Exhibitor Services. Depending on the fair or event concerned, orders can in some cases be placed electronically via the Internet-based online ordering system.

Orders only become valid if they are accepted. Acceptance may be given tacitly, i. e. by means of provision of the service ordered. Exhibitors are not entitled to acceptance of their orders unless the law gives rise to such an entitlement. Acceptance of an order can be refused, particularly in cases where the exhibitor/organizer concerned has not fulfilled his financial obligations vis-à-vis Messe München GmbH, e. g. those outstanding from previous events. In addition, Messe München GmbH reserves the right to charge a supplement on the stand fees in accordance with the details shown in the Order Forms for Exhibitor Services for any orders received after the deadline.

After stand space has been allocated, circulars will be sent to the exhibitors informing them of further details concerning the preparation and organization of the fair.

These Technical Guidelines have been agreed by:

Deutsche Messe AG Hannover

Koelnmesse GmbH

Leipziger Messe GmbH

Messe Berlin GmbH

Messe Düsseldorf GmbH

Messe Frankfurt GmbH

Messe München GmbH

Messe Nürnberg GmbH

in order to formulate them with a common structure.

Moreover, Messe München GmbH reserves the right to make any changes it deems necessary. The German text is binding.

### 1.1. House rules

The trade fair center is private property. The owner is Messe München GmbH, Messegelände, 81823 Munich, Germany, Tel. +49 (0)89 949-01. Messe München GmbH and the respective organizer exercise domiciliary rights.

The house and usage rules apply to all persons entering Messe München GmbH's private grounds. The rules are clearly posted at the access points to the trade fair center.

### 1.2. Opening hours

#### 1.2.1. Stand set-up and dismantling times

During the general stand set-up and dismantling periods, work can as a general rule be done in the halls and outdoor exhibition area between 8:00 and 22:00 insofar as no other times have been specified for the given fair.

On the last day of the set-up period, constructional work is to be completed by 18:00. Aisle areas adjacent to the stand are to be kept clear from 18:00 on the last stand-set-up day.

For general safety reasons, the halls and the exhibition grounds are closed outside these times. An extension to these times is only possible in exceptional circumstances and requires the written consent of Messe München GmbH's Technical Exhibition Services Division.

#### 1.2.2. Duration of the event

During the period of the actual event, the halls are opened one hour prior to the official opening time and closed one hour after the official closing time. Messe München GmbH reserves the right to impose special arrangements in this respect. Exhibitors who need to work on their stands outside these times due to exceptional circumstances require the written consent of Messe München GmbH's Technical Exhibition Services Division.

### 2. Traffic within the trade fair center, emergency routes, safety equipment

#### 2.1. Road traffic regulations

The driving of any vehicle within the trade fair center is at the driver's own risk and only allowed with a special permit, valid entry authorization or valid parking pass. During the event, the driving or parking of any vehicle within the trade fair center is strictly prohibited. Messe München GmbH can however make exceptions and issue appropriate parking or entry permits. Messe München GmbH is entitled to raise a charge for the issue of parking or entry permits.

The parking or entry permit is to be placed behind the windscreen of the given vehicle so that it is clearly visible. The regulations arising from the use of parking or entry permits require strict compliance. Parking or entry permits are to be returned at any time at the request of the Messe München GmbH staff deployed for traffic control purposes or of the security personnel. Parking and/or entry permits are only valid for the vehicle for which they have been issued.

Messe München GmbH is entitled to ask for a deposit in return for entry into the trade fair center and to limit the maximum length of stay. The deposit paid is forfeited if the maximum length of stay is exceeded. This ruling applies during the stand construction and dismantling periods as well as in cases where Messe München GmbH has allowed the trade fair center to be accessed during the period of the actual event.

The German Road Traffic Regulations apply throughout the entire trade fair center and the exhibition car parks. A maximum speed limit of 20 km/h applies within the exhibition grounds. Inside the halls, vehicles may only be driven at walking pace; this ruling also applies to the rest of the trade fair center during the period of the actual event. Vehicles may only enter the halls for the purposes of loading and unloading. Care must be taken to ensure that no existing supply connections and other technical infrastructure items are damaged. The stipulated load-bearing capacity of the hall floors must be noted and complied with, as must the height and width of the gates. Engines should be switched off during loading and unloading. The parking of vehicles in the halls is strictly prohibited. Messe München GmbH reserves the right to deny motorized access to the halls for reasons it considers justified.

Pedestrians are to be given maximum consideration. No vehicles are allowed to access paths or green areas that have been cordoned off.

Mobile homes and caravans may not be brought on to the trade fair center for accommodation purposes. Areas Messe München GmbH designates as camping sites for a specific event are excluded from this ruling.

Vehicles are not allowed to stop under any circumstances throughout the entire trade fair center except in those areas designated accordingly. Messe München GmbH reserves the right to remove at the expense and risk of the person responsible, driver or owner any vehicles, trailers, containers, skips or full/empty packaging left in no-stopping zones or otherwise illegally parked.

Additionally, the provisions and access regulations set out in the forms for exhibitor services relevant to the given event ("Important Notes") apply, as do those stipulated in the "Exhibitors' Traffic Information" that is distributed in good time prior to the event.

Particularly for the purposes of ensuring the smooth flow of traffic during the stand set-up and dismantling periods as well as during the actual event, the measures implemented by Messe München GmbH for traffic order and control purposes including instructions issued by any traffic control staff on site require strict compliance. Messe München GmbH reserves the right to regulate above all the access of the exhibitors and/or their stand construction companies and other contractors to the individual stands. In connection with fairs and exhibitions, it is advisable to make use of the full period allowed for stand construction as experience has shown the trade fair center to be excessively full on the last two stand construction days. No claims may be asserted against Messe München GmbH if delays are incurred by exhibitors, their stand construction companies or other contractors due to the trade fair center being overcrowded or to measures implemented by Messe München GmbH to control traffic within the trade fair center and/or access to the stands.

#### 2.2. Emergency routes

##### 2.2.1. Fire service movement zones, fire hydrants

Access to fire service movement zones, emergency rescue routes and safety zones designated accordingly may not be restricted at any time. Particularly during the stand construction and dismantling periods, access may not be restricted by parked vehicles, stored exhibition goods, construction or packaging materials, etc. blocking the way.

Vehicles and objects parked on or blocking fire service movement zones, emergency rescue routes or safety zones can be removed at the expense of the person responsible. In so doing, Messe München GmbH is only liable for such damage to property as is incurred due to wilful or gross negligent behaviour. Hydrants in the halls and outdoor exhibition area may neither be obstructed nor made unrecognisable or inaccessible.

##### 2.2.2. Emergency exits, escape hatches, hall aisles

All hall exits and aisles designated as such in the hall plans are to be kept clear over their full width. They serve as escape routes in emergencies and may therefore never be obstructed by objects left in the way or protruding. Doors along emergency escape and rescue routes must be easy to open from the inside and to their full width. Exit doors, emergency escape hatches and signs indicating their position may not be obstructed, built over, blocked, covered or made unrecognizable or inaccessible in any other way. Information stands, tables and other furnishings may only be located near entrances, exits and access to stairways if sufficient room is left between them.

Hall aisles designated as such may not be built over or obstructed in any way whatsoever. This also applies in cases where Messe München GmbH has allowed exhibitors to incorporate space from the aisles into their stand design. These areas must be visually designed in such way that they are recognizable as areas belonging to hall aisles.

Materials required for stand-building purposes or exhibits delivered for immediate set-up on the stand may be deposited in hall aisles briefly providing the minimum aisle widths required for safety reasons are observed and logistical needs given due consideration.

This is considered to be the case if a strip along the stand perimeter to the hall aisle with a maximum width of 0.90 m is used for depositing the items concerned. On the main aisles (connecting aisle between two opposing hall gates) a passage with a minimum width of 2 m must be kept clear. Areas in front of emergency exits and the hall aisle intersections must be kept clear across their full width at all times. Hall aisles may not be used for setting up assembly areas or erecting machines (e. g. woodworking machines, work benches).

Messe München GmbH may moreover demand the immediate clearance of hall aisles for logistical reasons.

#### 2.3. Safety equipment

Sprinkler systems, fire alarms, fire extinguishing equipment, smoke detectors, closure devices for the hall entrances and other safety facilities, the signs indicating their position and the green emergency exit signs must be accessible and visible at all times; they may not be obstructed or blocked.

#### 2.4. Stand numbering

All stands are equipped with number signs by the given organizer which may only be removed with the prior consent of the organizer.

#### 2.5. Security

Messe München GmbH and/or the security company commissioned by it to supervise the trade fair center is/are responsible for security at the entrances and in the halls. Messe München GmbH offers no guarantee that the trade fair center will be secured and monitored continuously. Messe München GmbH is authorized to implement any measures it deems necessary for securing and monitoring purposes.

The security of stands, the items on display and any other objects located on the stands is not the responsibility of Messe München GmbH. Exhibitors are responsible for the security of their own stands and should organize it themselves as they see fit. However, only security guards from the company commissioned by Messe München GmbH to secure the trade fair center may be employed. Exhibitors' attention is drawn explicitly to the fact that stand exhibits and other items on the stand are particularly at risk during the stand construction and dismantling periods. Items of value and/or those that can be easily removed should always be locked away at night.

## 2.6. Evacuation/Clearance

Messe München GmbH is entitled to order rooms, buildings halls and/or outdoor exhibition areas halls to be closed and evacuated for safety and above all regulatory compliance reasons. The exhibitor has to inform his employees of this procedure. He must draw up his own evacuation plans and make them known should this be required by law or ordered by the relevant authorities or Messe München GmbH. As and when required, he is responsible for ensuring that his stand is evacuated.

## 3. Technical data and features of the halls and the outdoor exhibition area

### 3.1. Hall data

The halls offer the following gross exhibition areas:

A1–A6, B1–B6 approx. 11,000 m<sup>2</sup>

C1–C4 approx. 10,000 m<sup>2</sup>

B0 approx. 3,500 m<sup>2</sup>

### Hall entrance dimensions

The halls can all be accessed by vehicles (apart from Hall B0) and each has at least 6 entrances measuring 4.50 m x 4.50 m. Hall B0 has one entrance measuring 12.50 m x 4 m.

### Heights of halls

None of the halls (apart from Hall B0 in the ICM and the northern front ends of Halls C1–C4) have supporting pillars. They are all equipped with sprinkler systems.

The clearance height of the walls running along the length of the halls between the entrances measures approx. 5.70 m (in the case of the B6 high hall approx. 7.80 m).

The clearance height at the sides of the halls measures approx. 10.75 m (in the case of the B6 high hall approx. 15.25 m).

The hall height in central areas measures approx. 11.50 m (in the case of the B6 high hall approx. 16 m).

The height clearance of Hall B0 measures 4 m at the sides and 4.20 m in central areas. The height clearance of the northern front ends of Halls C1–C4 measures approx. 4.50 m.

Suspension points are available in all halls. The maximum perpendicular load per suspension point is 100 kg (1 kN).

### Load-bearing capacity of the hall floors

The hall floors are made of mastic asphalt. The maximum permissible distributed load on the floors in all halls is 5 t/m<sup>2</sup> (50 kN/m<sup>2</sup>). A total truck weight of up to 60 t (600 kN) is allowed. The maximum permissible fork-lift load is 14 t (140 kN). The permissible point load on a floor area of 30 cm x 30 cm (spacing of approx. 1.50 m) is 5 t (50 kN; floor pressure 500 kN/m<sup>2</sup>)—this does not apply however to utility duct covers.

Hall B0 has parquet flooring. The maximum permissible load-bearing capacity of the floor must be tested on a case-by-case basis.

Kindly contact Messe München GmbH's Technical Exhibition Services Division for details concerning the entrance buildings (floor load-bearing capacity max. 1 t/m<sup>2</sup> (10 kN/m<sup>2</sup>) on the ground floor).

### 3.1.1. Normal lighting, type of current, voltage

The normal lighting in the halls is provided by Messe München GmbH. The normal artificial lighting in the halls during the actual fair is approx. 50 lux/m<sup>2</sup> measured 1 m above the floor.

Each hall is lit by daylight and artificial light.

Type of current and voltage available at the trade fair center:

Mains type: TN-S System

230 volt (±10%)/50 Hz alternating current

3 x 400 volt (±10%)/50 Hz three-phase current

### 3.1.2. Supply of compressed air, electricity, gas and water

Compressed air, electricity, gas and water are supplied to the stands in the halls via the utility ducts located approx. every 5 m in the hall floor (approx. 4.50 m in the case of Halls C1–C4 and approx. 4.85 m in the case of Hall B0); no gas supply is available in Hall B0. The utility duct covers measure approx. 43 cm x 43 cm (the utility duct is approx. 35 cm wide).

Hall C1 is equipped with two further utility ducts running the length of the hall.

Electricity supply 200 W/m<sup>2</sup>

Connection for water DN 25/min. 3.50 bar

Wastewater DN 100

Connection for sprinklers 50 DN, available in every second duct

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

Connection for gas DN 25/20 mbar

### 3.1.3. Communications equipment

Stand telephone, fax, data and antenna connections are available via connection points located in the hall floor. RJ 45 is the connection system used or, in the case of fibre optic connections, E 2000.

### 3.1.4. Sprinkler systems

The halls are equipped with sprinkler systems. Every second utility duct is fitted with a main sprinkler connection via which the stands can be supplied. (See Item 4.4.2. or 4.9.2. for information on sprinkler systems for covered stands)

### 3.1.5. Heating, ventilation

Messe München GmbH provides for the general heating and ventilation of the halls. All the halls are partially air-conditioned.

### 3.1.6. Faults

Any fault occurring in supply (in respect of e.g. electricity, water, compressed air, heating, ventilation, communications, etc.) must be reported immediately to the Technical Exhibition Services Division.

Messe München GmbH is not liable for any damage occurring as a result of faults due to fluctuations in supply or a force majeure or if the supply is interrupted on the instructions of the Municipal Fire Service or of the suppliers of the service concerned (electricity, water, energy).

## 3.2. Outdoor exhibition area

Outdoor exhibition areas F5–F8 approx. 103,000 m<sup>2</sup>.

Special outdoor exhibition areas F9–13 approx. 150,000 m<sup>2</sup>.

Surface of exhibition area: seeded gravel bed (grassed-over gravel-humus mixture, stony in parts)

Road surface: asphalt

Width of access roads: 8 m or 12 m

Permissible load-bearing capacity: 50 t/m<sup>2</sup> (500 kN/m<sup>2</sup>) except for railway track area for which a lower load-bearing capacity applies. Details available from Messe München GmbH's Technical Exhibition Services Division.

Lighting: 30 lux/m<sup>2</sup>

Outdoor exhibition areas N5–N10: approx. 115,000 m<sup>2</sup>

Max. ground load-bearing capacity: 20 t/m<sup>2</sup> (200 kN/m<sup>2</sup>)

Stand electricity and water/wastewater connections are available via connection points located in the ground.

Connection for water: DN 40/min. 3.50 bar

Wastewater: max. DN 100

Electricity supply: 50 W/m<sup>2</sup>

Stand telephone, fax, data and antenna connections in the outdoor exhibition area are available via connection points located in the ground. RJ 45 is the connection system used or, in the case of fibre optic connections, E 2000.

## 3.3. Clearance heights

The clearance height of the entrances to the loading areas is approx. 5 m. The East Connecting Tunnel has a clearance height of 4.30 m and the West Connecting Tunnel one of 4.50 m.

## 4. General stand construction regulations

### 4.1. Stand construction safety

Exhibition stands including equipment and exhibits as well as advertising hoardings must be securely erected such that they do not constitute a risk to public safety and order, above all in respect of human life and health.

The given exhibitor is responsible for the structural safety of the stand concerned and may be required to provide proof of same.

Messe München GmbH reserves the right to inspect stand structures, exhibits, advertising hoardings, etc. or have them inspected by an independent expert in terms of their stability and traffic safety to the extent that justified doubt exists as to their guaranteed stability and traffic safety even if the items concerned have received prior approval.

Upright structural elements or special constructions (e.g. freestanding walls, tall exhibits, tall decorative elements), that may fall over, must be able to withstand the following horizontally impacting equivalent distributed load qh:

qh1 = 0.125 kN/m<sup>2</sup> up to 4 m height from upper edge of floor;

qh2 = 0.063 kN/m<sup>2</sup> for all surfaces above 4 m in height from upper edge of floor.

The reference surface in such cases is the surface potentially exposed. The verification documentation drawn up for this purpose is to be provided at the request of Messe München GmbH.

Stand structures in the outdoor exhibition area should be appropriately designed to withstand wind loads and, if applicable, snow loads. (See Item 4.6. for load assumptions for platforms and Item 4.9.3. for load assumptions for two-storey stands).

Stand structures cannot be supported by securing them to the hall roof. (See Item 4.7.5.2. for details of attaching objects to fixing points).

### 4.2. Stand construction approval

Insofar as the Technical Guidelines have been adhered to with regard to the design and construction of the stand, there is no need to submit drawings for the approval of single-storey stands, providing their floor space does not exceed 100 m<sup>2</sup> and they are not higher than 3 m. On request, Messe München GmbH offers exhibitors the option of checking their stand design plans which are to be submitted in duplicate. All other types of stand (above all those with floor space in excess of 100 m<sup>2</sup> or higher than 3 m, multi-storey stands (see Item 4.9.), mobile stands) require approval (as do stands with bridges, stairs, cantilever roofs, galleries, sloping walls, etc.) and structures for outdoor exhibition areas (see Item 4.8.). Dimensioned layout, elevation view and sectional drawings are to be submitted to the Technical Exhibition Services Division for approval. Escape and rescue routes are to be shown in a separate plan. To the extent that 200 or more seats need to be arranged, the total number of seats and the escape/rescue routes must be shown in a separate plan (seating plan scale 1:200) to be submitted to Messe München GmbH in triplicate, whereby the width of the escape/rescue routes is to be based on the maximum number of persons the room can accommodate and sized accordingly (see also Item 5.9.). A copy of the plan approved for the given usage should be displayed in a clearly visible location near the main entrance to the assembly room concerned.

### 4.2.1. Stand structures subject to inspection and approval

All organizers, exhibitors, tenants, service partners or other service providers are obliged to check whether the temporary structures they are planning to build either in the halls or in the outdoor exhibition area require approval. If in doubt, you should contact Messe München GmbH's Technical Exhibition Services Division.

### Stand space in the halls

To-scale drawings for single-storey stands with floor space in excess of 100 m<sup>2</sup> or higher than 3 m must be submitted for approval to Messe München GmbH's Technical Exhibition Services Division in duplicate (ground plan and elevation sketches to a scale of at least 1:100) by the deadline specified in the Order Forms for Exhibitor Services at the latest. To the extent that approval is granted, one copy is then returned to the exhibitor/stand-builder with Messe München GmbH's stamp of approval. This means that the stand construction concerned has been approved.

Approval for two-storey stands must be applied for by submitting the "Application for Special Stand Designs" form to Messe München GmbH's Technical Exhibition Services Division by the deadline specified in the Order Forms for Exhibitor Services at the latest. The form must be completed in German and submitted with the required number of copies to Messe München GmbH together with the required documents that must also be in German. To the extent that approval is granted, the stand design is not deemed to have been approved before confirmation of approval has been issued to the exhibitor/stand-builder and the structural documentation returned to the exhibitor/stand-builder.

### Stand space in the outdoor exhibition area

Single-storey stands with floor space in excess of 50 m<sup>2</sup> or higher than 5 m must be submitted for approval to Messe München GmbH's Technical Exhibition Services Division in duplicate (ground plan and elevation sketches to a scale of at least 1:100) by the deadline specified in the Order Forms for Exhibitor Services at the latest. To the extent that approval is granted, one copy is then returned to the exhibitor/stand-builder with Messe München GmbH's stamp of approval. This means that the stand construction concerned has been approved.

Approval for multi-storey stands, special constructions, rooms with seating for more than 200 persons, darkened rooms for slide/film shows must be applied for by submitting the "Application for Special Stand Designs" form to Messe München GmbH's Technical Exhibition Services Division by the deadline specified in the Order Forms for Exhibitor Services at the latest. The form must be completed in German and submitted with the required number of copies to Messe München GmbH together with the required documents that must also be in German. To the extent that approval is granted, the stand design is not deemed to have been approved before confirmation of approval has been issued to the exhibitor/stand-builder and the structural documentation returned to the exhibitor/stand-builder.

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

Postal address:

Landeshauptstadt München  
Referat für Stadtplanung und Bauordnung  
Hauptabteilung IV—Lokalbaukommission  
Blumenstraße 28 b  
80331 Munich, Germany  
www.muenchen.de

The costs of the stand design approval process (see rear of "Application for Special Stand Designs" form) will be charged to the exhibitor.

#### 4.2.2. Vehicles and containers

The use of vehicles and containers as exhibits in the halls requires approval (see Items 4.4.1.2. and 4.4.2., for vehicles in the outdoor exhibition area see Item 4.8.4.). For damage to road surfaces and hall floors by vehicles and containers, the exhibitor is liable in full.

Motorized/mobile exhibition stands (show trucks, buses, trailers, etc.) must be equipped with a sprinkler system if they constitute a single, uninterrupted area measuring more than 30 m<sup>2</sup>. The space between two mobile exhibition stands is considered to be part of a single, uninterrupted area, unless the distance between the two mobile exhibition stands is large enough to ensure that the effect of the sprinklers installed in the hall is not compromised.

#### 4.2.3. Removal of non-compliant stand structures

Stand structures that have not been approved or do not comply with the Technical Guidelines or statutory regulations, must be altered as necessary or removed, at Messe München GmbH's request. If this is not done within the set period, Messe München GmbH is entitled to carry out the alterations itself or, if necessary, remove the stand structures concerned at the expense and risk of the exhibitor.

#### 4.2.4. Extent of liability

To the extent that the exhibitor or the stand-builder he appoints does not comply with the above stand construction regulations, he is liable for any damage resulting from violation of these regulations.

Moreover, the exhibitor or the stand-builder he appoints agrees to exempt Messe München GmbH from all claims by third parties that may be asserted due to violation of the above stand construction regulations.

#### 4.3. Construction heights

The standard height for stand structures and advertising hoardings is 3 m.

The maximum construction height varies from event to event and is specified either in the Special Terms of Participation or Important Notes sections of the relevant Order Forms for Exhibitor Services. Contact the team responsible for technical organization if in doubt.

The maximum height for stand structures set by Messe München GmbH may only be exceeded with Messe München GmbH's prior written approval.

Exhibits are not normally subject to this limitation, but should be reported to the Technical Exhibition Services Division prior to the event.

#### 4.4. Fire prevention

##### 4.4.1. Fire prevention and safety regulations

###### 4.4.1.1. Materials used for stand construction and decoration

Readily flammable materials, materials that drip or melt when burning, toxic gases or materials producing heavy smoking may not be used. The use of plastics that cause heavy sooting when burning (e. g. polystyrene, rigid polyurethane foam, Styropor, etc.) is not allowed. Verification of the flame retardant properties of the material concerned when installed must be provided.

Decorative materials must be at least fire-resistant according to DIN 4102. Messe München GmbH can only allow the retrospective rendering of decorative materials fire-resistant if this occurs with the approval of the Munich Municipal Fire Department, using a suitable and approved fireproofing agent and given compliance with the relevant processing instructions. Messe München GmbH's consent can be made subject, above all, to the fire load to be taken account of.

Decorative materials with standard fire resistance may be used in certain areas if their location is sufficiently protected against fire. A test certificate confirming the classification of the materials used may need to be presented. Suspended stand decorations must be at least 2.50 m above the floor.

In individual cases and for safety purposes, special conditions may be imposed for load-bearing structural components (e. g. non-flammability). Stand floor coverings must be laid with sealed joints. Cable binders may not be used for fastening structurally stressed parts.

Trees and plants may only be used for decorative purposes if they have been freshly cut (i. e. leaves or needles must be green and juicy). If during the event it becomes apparent that the trees and plants are drying out and thus becoming readily flammable, they must be removed. Trees should be free of branches up to about 50 cm above floor level. Turf should always be kept moist (risk of catching fire due to cigarettes, matches, etc.).

Bamboo, reeds, hay, straw, bark mulch, turf or similar materials do not generally comply with the above requirements and are therefore normally prohibited. Any exceptions to this ruling require the prior approval of Messe München GmbH's Technical Exhibition Services Division.

As a rule, waste materials should be removed and disposed of immediately or collected in appropriate containers and then disposed of correctly.

###### 4.4.1.2. Motor vehicles as exhibits

In the halls, motor vehicles may as a general rule neither be operated nor parked. An exception to this ruling, which must be applied for via the "Application for Preventive Fire Protection Measures" form, can be granted by the Munich Municipal Fire Department. Exhibitors have no entitlement to approval being granted exceptionally. Vehicles may only be displayed in the halls with the quantity of fuel required for accessing and leaving the given hall. The fuel tank is to be locked and, at Messe München GmbH's request, the battery disconnected.

Internal combustion engines may not be put into operation for demonstration purposes in the halls or within the exhibitor's own stand. They must be fitted with silencers for any demonstration in the outdoor exhibition area. Fuels may not be stored on the stand. See Item 5.7. for information in connection with gas-driven vehicles and/or vehicles with energy capture via fuel cells. Motorized/mobile exhibition stands (show trucks, buses, trailers, etc.) must be equipped with a sprinkler system if they constitute a single, uninterrupted area measuring more than 30 m<sup>2</sup>. The space between two mobile exhibition stands is considered to be part of a single, uninterrupted area unless the distance between the two mobile exhibition stands is large enough to ensure that the effect of the sprinklers installed in the hall is not compromised.

###### 4.4.1.3. Explosive substances, ammunition

Such explosive substances as are subject to the provisions of the Explosives Act and ammunition as is subject to the Firearms Act may not be displayed at fairs and exhibitions.

###### 4.4.1.4. Pyrotechnics

Pyrotechnical displays are subject to approval and must be coordinated with Messe München GmbH. Approval can be obtained from the relevant safety authorities via the "Application for Preventive Fire Protection Measures" form. Exhibitors have no entitlement to approval being granted.

###### 4.4.1.5. Use of balloons, airships and other flying objects

The use of balloons, airships and other flying objects is generally prohibited in the halls and outdoor exhibition area. Exceptions to this ruling require the prior written approval of Messe München GmbH's Technical Exhibition Services Division. To the extent that approval is granted, the balloons and airships may only be filled with non-flammable, non-toxic gases. The balloons and airships must remain within the confines of the stand and not exceed the maximum height allowed for stands and advertising hoardings.

###### 4.4.1.6. Smoke machines

The use of smoke machines has to be co-ordinated with Messe München GmbH's Technical Exhibition Services Division.

###### 4.4.1.7. Ash containers, ashtrays

To the extent that smoking is not explicitly prohibited on a stand or parts thereof, a sufficient quantity of ashtrays or ash containers made of non-flammable materials must be provided and arrangements made for their regular emptying into non-flammable, tightly closing containers.

###### 4.4.1.8. Containers for non-recyclable, recyclable and residual waste

No containers for non-recyclable, recyclable and residual waste made of flammable materials are to be used on the stands. Any non-recyclable, recyclable and residual waste produced on the stands should be disposed of regularly, on the evening of each event day at the latest, via such appropriate containers as are on request provided to exhibitors by Messe München GmbH subject to a charge. They should be placed at the edge of the aisle-side of the stand for collection purposes. Readily flammable waste materials such as wood chippings, other bits of wood, sawdust and the like should be kept in sealed containers and disposed of on a daily basis or several times per day if large quantities are produced.

The bags that are distributed for non-recyclable, recyclable and residual waste are collected by the cleaning company on the evening of each event day.

See also Item 6. "Environmental Protection" and the Waste Disposal form in the Order Forms for Exhibitor Services for further information on waste disposal.

###### 4.4.1.9. Spray guns, nitro-cellulose paints, detergents, solvents

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

###### 4.4.1.10. Abrasive cutting and working with naked flame

Prior approval must be submitted in writing to and obtained from Messe München GmbH's Technical Exhibition Services Division for any welding, cutting, soldering, melting and part-off grinding work. The surrounding area must be protected from flying sparks when work is under way. Any joints and cracks should be sealed with appropriate, non-flammable materials. Stands must be equipped with at least one DIN 14406 or EN 3 fire-extinguisher suitable and approved for fire classes A/B/C.

Naked flames and activities involving a risk of fire are as a general rule prohibited during the event. An exception to this ruling, which must be applied for via the "Application for Preventive Fire Protection Measures" form, can be granted by the Munich Municipal Fire Department. Exhibitors have no entitlement to approval being granted exceptionally.

###### 4.4.1.11. Empty packaging/Storage of goods

The storage of empty packaging of any kind (e. g. packaging and packing materials) in the halls (both on the stands and outside the stands) or in the loading yards is prohibited. Any such items should be removed as soon as they have become empty.

The storage of such items at the trade fair center can occur via forwarding agents appointed by Messe München GmbH. This service is not free of charge.

In the event of an exhibitor failing to remove items wrongfully stored despite having been asked to do so, Messe München GmbH is entitled to have them removed at the expense and risk of the given exhibitor.

#### 4.4.2. Stand coverings

The halls at Messe München GmbH are equipped with an automatic fire-extinguishing system, the effective operation of which may not be hindered by any stand coverings. Irrespective of their size, stand coverings of any kind are subject to approval and must be registered in writing with Messe München GmbH's Technical Exhibition Services Division (see Messe München GmbH's Technical Exhibition Services "Application for Preventive Fire Protection Measures" order form). All stand coverings require the prior, written approval of Messe München GmbH's Technical Exhibition Services Division.

##### Halls A1–A6, B1–B6, C1–C4:

Stand coverings must be at minimum flame retardant (DIN 4102 or DIN EN 13501-1)—the relevant test certificate should be submitted or available for presentation on the stand. A sprinkler system has to be installed for any single covered area exceeding 30 m<sup>2</sup>.

In such cases, one sprinkler unit must be installed for every 12 m<sup>2</sup> or part thereof of covered space; any rooms/cabins located beneath the stand cover must be encompassed by the sprinkler system.

Given the consent of the Munich Municipal Fire Department, sprinkler systems for stand coverings larger than 30 m<sup>2</sup> are not necessary if the coverings meet the following requirements:

- Metal modular or grid ceilings:

The covering concerned is a modular or metal-grid ceiling 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 (Independent Fire Protection and Safety Institute of the German Insurance Association). The degree of openness of the given structure must be proven verifiably.

- Textile coverings:

The covering is fire-resistant and its horizontal installation below sprinkler units has been approved by VDS Schadenverhütung GmbH (wide-mesh netting or smoke-out fabric). VDS Schadenverhütung GmbH's written approval should be submitted to Messe München GmbH's Technical Exhibition Services Division; compliance with VDS Schadenverhütung GmbH's installation instructions is required.

See Item 4.9.6. for stand coverings on the upper floor of two-storey stands.

##### Hall B0 and the North, East, West and North-West Entrances:

Only such mesh/netting materials as have been approved by VDS and are sprinkler-compatible may be used.

Horizontal coverings in the entrance buildings wider than 1 m must be approved by Messe München GmbH's Technical Exhibition Services Division.

See the Notice on Sprinkler-Compatible Materials for further information on materials approved for stand coverings and the suppliers of such materials.

#### 4.4.3. Glass and acrylic sheet

Only safety glass suited to the relevant purpose may be used. In the case of structures made of glass, only laminated safety glass may be used. Ask Messe München GmbH's Technical Exhibition Services Division to send you our Notice on Stand Construction in Exhibition Halls using Glass and Acrylic Sheet or use our download service via the Messe München GmbH homepage.

Edges of glass panes must be machined or protected in order to preclude any risk of injury. Components made of entirely of glass must be marked appropriately at eye level.



#### 4.4.4. Rooms used by staff

Any partitioned rooms on stands in the halls used by staff must offer users an unobstructed line of sight in the direction of escape towards the nearest emergency escape/rescue route. Such rooms used by staff as may be accessed or left via a partitioned room only ("trapped" rooms) are not permitted on stands located in halls. All measures that compromise a clear line of sight in the direction of escape of the nearest emergency escape/rescue route or its accessibility are prohibited. Messe München GmbH reserves the right to impose any safety- or fire protection-related demands that may become additionally necessary until such time as stands undergo official acceptance.

If there are stand structures in the outdoor exhibition area with partitioned rooms without a direct line of sight in the direction of escape to the nearest emergency escape/rescue route or which may be accessed or left via another partitioned area only ("trapped" rooms), each of these rooms requires an emergency escape hatch (window clearance of at least 60 cm by 100 cm, maximum height from floor 110 cm, without protective grid and easy to open by hand from the inside) leading directly out to the open air. If the rooms used by staff without any clear line of sight in the direction of escape to the nearest emergency escape/rescue route or the "trapped" rooms are not at ground floor level, each of these rooms requires a stairway leading out to the open air instead of an emergency escape hatch. "Trapped" rooms may not be used as staff rooms.

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

#### 4.5. Exits, escape routes, doors

##### 4.5.1. Exits, escape routes

Stands with a floor area exceeding 100 m<sup>2</sup>, an escape route longer than 10 m or a stand designed such that the exit/escape route are not visible from all points on the stand, the following minimum requirements apply:

the stands must have at least two separate exits/escape routes to be located as far apart from each other as possible.

Stands with a floor area of up to 100 m<sup>2</sup> require 1 exit with a clearance width of at least 0.90 m. Stands with a floor area of more than 100 m<sup>2</sup> require 2 exits, each with a clearance width of at least 0.90 m. Stands with a floor area of more than 200 m<sup>2</sup> require 2 exits, each with a clearance width of at least 1.20 m. For stands with a floor area of more than 400 m<sup>2</sup>, Messe München GmbH's TES division stipulates the number of exits and their respective clearance width in compliance with the statutory and regulatory requirements valid at the given time.

Any partitioned rooms on stands in the halls used by staff must offer users an unobstructed line of sight in the direction of escape towards the nearest emergency escape/rescue route. Such rooms used by staff as may be accessed or left via a partitioned room only ("trapped" rooms) are not permitted on stands located in halls. All measures that compromise a clear line of sight in the direction of escape of the nearest emergency escape/rescue route or its accessibility are prohibited. Messe München GmbH reserves the right to impose any safety- or fire protection-related demands that may become additionally necessary until such time as stands undergo official acceptance (see Item 4.4.4.).

If within a given stand the maximum length of an escape route to a hall aisle exceeds 10 m, the stand must be equipped with a second exit and/or an aisle at least 2 m wide leading to a hall aisle.

Escape routes should be marked as such in accordance with DIN 4844.

##### 4.5.2. Doors

The use on emergency escape/rescue routes of swing doors, revolving doors, security coded doors, sliding doors, lift doors or any other device that could act as an access barrier is prohibited.

##### 4.6. Platforms, ladders, stairs, bridges

All general walkways immediately adjacent to areas that are more than 0.20 m lower must be protected by a balustrade of at least 1 m in height and equipped with at least top, middle and lower cross-braces. Static load verification is to be provided for platforms with a height of 0.50 m and more. The platform floor must be designed to comply with DIN EN 1991-1-1 (2010) in conjunction with DIN EN 1991-1-1/NA (2010) Table 6.1DE Category C1 or C3 depending on the specific use made of it. This equates to a working load of  $q_k = 3 \text{ kN/m}^2$  for cafés and reception areas; for areas where a large number of persons gather, 5 kN/m<sup>2</sup> applies.

The maximum permitted height for single-step, open-access platforms is 0.20 m.

Ladders, stairways and bridges must comply with the relevant accident prevention regulations.

#### 4.7. Stand design

##### 4.7.1. Appearance

The design and equipping of a stand as well as any necessary construction work are the responsibility of the given exhibitor. In this connection, he must however take into account the character and appearance of the fair and/or exhibition concerned. To this end, Messe München GmbH is entitled to demand changes to be made to the stand design. Moreover, Messe München GmbH reserves the right to prescribe the framework structure required for a given event in its Special Terms of Participation. Products manufactured by way of the exploitative employment of child labor as defined under the provisions set out in ILO Convention 182 may not be used for the construction or equipping of the stand. Stand walls bordering on visitor aisles must include glass panels, alcoves, displays, etc. to give them a more appealing look.

The exhibitor's name and location must be indicated on the stand in a clearly visible manner. The stand walls facing neighboring stands should be kept neutral, white, clean and free of installation and materials above a height of 2.50 m.

##### 4.7.2. Checking stand size

The stand area is measured out on the hall floor by Messe München GmbH and marked at the corners. After stand space has been allocated, each exhibitor is obliged to check the location and size of any installations, in particular fire alarms, utility ducts, ventilation systems, etc. and, where necessary, instruct the stand-builder accordingly.

The boundaries of the stand area must be observed. (See also Item 4.7.4. Hall floors)

##### 4.7.3. Structural modifications to halls

Hall components and technical facilities may not be damaged, soiled or in any way changed (e. g. by drilling of holes, use of nails or screws, etc.). Nor may paint, wall paper or adhesives be applied to them. The hall components and technical facilities may not be subjected to any strain from stand constructions or exhibits for which they are not intended. Hall columns/supports within the stand area may, however, be integrated into the stand design providing they are not damaged and the maximum stand height is not exceeded.

Joints on hall walls, ceilings and floors may under no circumstances be damaged by caulking or foundation work or the like. No bolts or anchorages for stand structures may be fitted.

Securing exhibits via floor anchorages is only possible in exceptional, justified cases and only with the prior, written consent of Messe München GmbH's Technical Exhibition Services Division. To this end, the floor anchorages required should be registered in writing with Messe München GmbH's Technical Exhibition Services Division two weeks prior to the commencement of the stand set-up period at the latest. To-scale plans with details of location, anchorage type, drill hole diameters and number of anchorages should be attached to the application. The number of anchorages should be kept to an absolute minimum. The exhibitor has no entitlement to the fitting and use of floor anchorages. Messe München GmbH reserves the right to prescribe the materials to be used for anchorages. In cases where non-approved materials are used and/or floor anchorages are fitted without Messe München GmbH's consent, flat-rate repair charges of EUR 90 per drill hole plus VAT will be raised. Kindly contact Messe München GmbH's Technical Exhibition Services Division for further information.

##### 4.7.4. Hall floors

Carpets and other floor coverings must be laid with due regard to safety and may not protrude beyond the stand area.

Only adhesive tape that leaves no traces when removed may be used to fix such coverings. No other adhesive materials or paint may be used on the hall floors.

Any materials used must be removed without leaving any traces. Substances such as oil, grease, paint and the like must be removed from the floor immediately.

There are utility ducts running across the width of the halls at intervals of approx. 5 m (C halls approx. 4.50 m, B0 approx. 4.85 m). Hall C1 is equipped with two utility ducts running the length of the hall in addition to those running across its width.

Usage of the utility ducts is reserved exclusively for Messe München GmbH's relevant service partners.

##### 4.7.5. Suspending items from the hall ceiling

Items may only be suspended using the technical facilities intended for this purpose and in accordance with the provisions set out in the German ordinance BGV C 1.

###### 4.7.5.1. Provision of fixing points

The provision of supporting structures and fixing points for suspending items from the hall ceiling is the exclusive responsibility of Messe München GmbH. Any changes to supporting structures may only be carried out by Messe München GmbH. To this end, Messe München GmbH will appoint specialist subcontractors to do the work required.

To the extent structurally feasible, the exhibitor will be provided with a fixing point at the desired position above the stand area. Plans should be attached to the order (service form in Order Forms for Exhibitor Services), clearly showing the desired positioning of the fixing points and height details. Items to be suspended may only be located above and within the stand confines. Construction and advertising hoarding heights are to be taken into account. Messe München GmbH will review the feasibility of the desired fixing points on the basis of the documents submitted.

Each suspension point of the hall ceiling structure can withstand a maximum perpendicular load of 100 kg. The maximum area load is 5 kg/m<sup>2</sup>. Suspension points for loads heavier than this only on request. A point-load certification has to be provided on request.

###### 4.7.5.2. Attaching items to the fixing points

Items to be suspended from the fixing points ordered (lighting supports, spotlights, etc.) may only be fitted by the given exhibitor's own specialists or by specialist companies authorized to do so in compliance with relevant German and/or EU regulations and accepted technical practice.

With regard to the attachment and securing of items to be suspended, relevant safety regulations and in particular the German ordinances BGV A 1 (general requirements), BGV C 1 (venues and production sites for stage performances), BGV D 8 (hoisting, lifting and winching equipment) and, if applicable, VstättV (safety code governing places of assembly) must be observed. Cable connections for load-bearing purposes must comply with DIN 56-921-11; cable clamps may not be used.

Further information on approved fastening materials can be found in the Order Forms for Exhibitor Services (see "Notice on Hall Ceiling Suspensions") or use our download service via the Messe München GmbH homepage.

For safety reasons, the following rules also require compliance. The following are prohibited:

- Suspending of stand components or exhibits
- Securing of stand components or exhibits (stand components and/or exhibits must stand securely in their own right)
- Suspending of items with a rigid and/or frictional connection to the hall floor.

Exceptions to these rulings require Messe München GmbH's prior written authorization. The fitting and securing of items to be suspended as well as the provision and fixing of complete lighting systems, etc. can also be ordered from Messe München GmbH.

##### 4.7.6. Stand perimeter walls

Partition walls can be ordered via the Order Forms for Exhibitor Services.

The partition walls and supports may be neither modified nor processed by exhibitors. The exhibitor is liable for any damage to persons or property arising from non-compliance with this ruling.

##### 4.7.7. Advertising materials/Presentations

Stand and exhibit inscriptions, logos and trademarks may not exceed the specified height. In the case of advertising materials pointing towards a directly adjacent neighboring stand, a distance of 2 m should be kept free to the perimeter of the stand concerned.

All types of performances and presentations as well as all forms of visual, moving or acoustic advertising require Messe München GmbH's prior written approval. They may not disturb any other event participants, cause crowding that blocks the aisles nor drown out the public address system in the halls. The noise level at the stand perimeter may not exceed 70 dB(A).

Despite having given its prior approval, Messe München GmbH is entitled to restrict or prohibit such performances as cause noise, visual disturbance, dirt, dust, vibrations or other emissions or, for other reasons, constitute a significant disturbance to the event or its participants.

Flashing, rotating or fast-moving advertising materials are prohibited, as is moving advertising on the stand perimeter.

In the absence of any provisions to the contrary in the Terms of Participation, the distribution of printed matter and the use of advertising materials is permitted within the confines of the exhibitor's own stand only.

Messe München GmbH reserves the right, however, to enforce further restrictions in specific cases. Messe München GmbH is entitled to access stands to check that the above regulations are being observed.

Messe München GmbH is also entitled at the risk and expense of the given exhibitor to remove, cover over or otherwise prevent advertising violating the above regulations.

If a fair, exhibition or other event is not organized by Messe München GmbH but by another organizer, the organizer concerned is entitled to exercise Messe München GmbH's rights described above.

##### 4.7.8. Barrier-free design

When designing stands attention should be given to ensuring that they are barrier-free. Stands and the facilities on them should also be capable of being accessed and used by disabled persons on their own.

## **4.8. Outdoor exhibition area**

### **4.8.1. Checking stand size**

The stand area is measured out on the ground of the outdoor exhibition area by Messe München GmbH and marked at the corners.

After stand space has been allocated, each exhibitor is obliged to check the location and size of any installations, in particular supply lines, foundations, tracks, distribution boxes, etc. and, where necessary, instruct the stand-builder accordingly.

The boundaries of the stand area must be observed. The exhibitor must ensure that no items located in the area of the stand protrude beyond its confines. Exceptions to this ruling can be approved for revolving tower cranes by Messe München GmbH's Technical Exhibition Services Division for safety reasons; it can make its exceptional approval dependent on all the exhibitors affected agreeing to the given revolving tower crane protruding on to their stands. In the event of an exhibitor refusing to agree to this, his refusal has no effect if safety concerns require the given revolving tower crane to protrude on to his stand.

### **4.8.2. Stand construction**

All structures covering ground space of more than 50 m<sup>2</sup> or higher than 5 m and special constructions (e. g. advertising towers) to be erected in the outdoor exhibition area require the prior approval of Messe München GmbH's Technical Exhibition Services Division and must be registered for approval with Messe München GmbH via the appropriate service form in the Order Forms for Exhibitor Services, which must be submitted together with the supporting documents mentioned therein at least 6 weeks prior to the commencement of the trade fair.

Precise ground plans must be submitted for written approval to Messe München GmbH's Technical Exhibition Services Division for any anchorage required for tents, guy ropes and flagpoles as well as for any other earthworks in the outdoor exhibition area. All earthworks on the exhibition grounds are prohibited if no written approval has been granted. Messe München GmbH's Technical Exhibition Services Division should be notified prior to the commencement of any earthworks on the exhibition grounds.

Compliance with all statutory requirements under public law is necessary in connection with the erection of facilities, particularly those of a structural nature. Moreover, the relevant safety regulations stipulated by the Technical Inspectorate must also be observed.

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

Postal address:

Landeshauptstadt München

Referat für Stadtplanung und Bauordnung

Hauptabteilung IV—Lokalbaukommission

Blumenstraße 28 b

80331 Munich, Germany

www.muenchen.de

Due care must be given to existing supply lines, foundations, distribution boxes, etc. when performing any stand construction work. To the extent that they are located within the area of individual stands, they must be easily accessible at all times. No work can be carried out on railway tracks that have been laid in the outdoor exhibition area.

Stand structures may not be built closer than 0.50 m to the perimeter of neighboring stands unless Messe München GmbH's Technical Exhibition Services Division has exceptionally issued written approval to this effect.

Kindly contact Messe München GmbH's Technical Exhibition Services Division with regard to the positioning of stand structures measuring > 75 m<sup>2</sup> at least 6 weeks prior to the commencement of the stand set-up period.

It may be necessary to coordinate compliance with the minimum clearance requirement with neighboring stands or to carry out additional building work (e. g. construction of fire-resistant walls).

Roads may not be obstructed by any structures or equipment at any time, not even during the set-up and dismantling periods. Their full width should be kept clear for fire department access purposes.

Each exhibition stand must be equipped with an appropriate number of fire extinguishers to DIN EN 3 or DIN 14406.

All necessary exits must be marked as such with signs in accordance with the Accident Prevention Regulation BGV A 8.

### **4.8.3. Dismantling**

All exhibition areas have to be returned to Messe München GmbH in their original state by the specified dismantling deadline. To this end, the space to be returned should be notified to Messe München GmbH's Technical Exhibition Services Division for stand inspection purposes.

The sites in the outdoor exhibition area must be levelled and the areas loosened up by earthworks compacted with a machine. Asphalted and landscaped areas will be reinstated exclusively by Messe München GmbH at the expense of the given exhibitor.

Due care must be given to existing supply lines, foundations, distribution boxes, etc. when performing any dismantling work. No work can be carried out on railway tracks that have been laid in the outdoor exhibition area.

All installations such as foundations, props that have been rammed into the earth, supply lines, etc. must be removed by the specified dismantling deadline unless an arrangement to the contrary has been agreed with Messe München GmbH and these installations are located at least 0.30 m below ground level. In such cases, plans detailing the exact location and size of the installations concerned must be submitted to Messe München GmbH's Technical Exhibition Services Division without delay. In the event of the due repair work not having been performed by the specified date, Messe München GmbH is entitled to carry it out itself or have it carried out by a third party at the expense of the exhibitor concerned.

### **4.8.4. Use of vehicles with caterpillar tracks**

Only caterpillar vehicles with smooth tracks licensed for public roads may use the roads at the trade fair center. Caterpillar vehicles may only access the exhibition halls with the prior approval of Messe München GmbH's Technical Exhibition Services Division (see also Item 4.4.1.2.). For damage to road surfaces and hall floors, the exhibitor is liable in full.

### **4.8.5. Other regulations applicable in the outdoor exhibition area**

Exhibitors whose stands border on the edge of the trade fair center grounds are not allowed to use the fencing for their own purposes. Use of the outside of the fencing for advertising purposes is prohibited. This also applies during the stand construction and dismantling periods.

Stand components, signs and flags must be fitted in such a way as to avoid unreasonably disturbing others, particularly other exhibitors and visitors. Misleading company signs must be removed if the exhibition management considers this necessary.

Exhibits higher than 30 m must registered for approval with Messe München GmbH's Technical Exhibition Services Division via the appropriate form in the Order Forms for Exhibitor Services 12 weeks prior to the commencement of the trade fair at the latest.

Revolving tower cranes, etc. must be appropriately secured in line with the relevant regulations. Suspending advertising hoardings or other loads (apart from flags) from cranes is prohibited for reasons of safety.

The use of liquid gas for heating purposes is prohibited. Suitable oil-fired heating can be used if approved by Munich Municipal Fire Department.

In other respects, the general regulations and those applying to the hall area are also valid for the outdoor exhibition area insofar as they can be meaningfully applied to them.

## **4.9. Two-storey stand construction**

### **4.9.1. Application for planning permission**

Two-storey exhibition stands can only be built in Halls A1–A6, B1–B6 and C1–C4 providing prior approval has been granted by Munich Municipal Fire Department, Messe München GmbH's exhibition management responsible for the given project and the Technical Exhibition Services Division. Approval is also dependent on the required position in the hall and the floor space needed. An essential factor in the approval process is what effect the given two-storey stand will have on the design and transparency of the hall as well as on neighboring stands.

Hall B0 (ICM) cannot accommodate two-storey structures.

### **4.9.2. Height of stand structures, conditions applying to covered stand areas, height of internal stand areas, minimum distances**

The maximum stand height is set separately for each event and stipulated in the Terms of Participation and/or the Important Notes section of the Order Forms for Exhibitor Services.

The clearance height in internal areas of two-storey stands must be at least 2.40 m on both the lower and upper floors.

A sprinkler system needs to be installed in accordance with VDS regulations if the covered stand area exceeds 30 m<sup>2</sup>, with one sprinkler unit to be installed for every 12 m<sup>2</sup> of covered space or part thereof. All rooms erected within this area are to be included in the protection provided by the sprinkler system. The minimum distance for stairways, open cabins, terraces/catering areas to the edge of aisles and to the perimeter of a neighboring stand is 3 m. If it is impossible to maintain the minimum distance to the neighboring stand, some form of screening of at least 2 m in height is to be erected in the area concerned for privacy purposes.

### **4.9.3. Working loads/Load assumptions**

The floor of the upper storey of a two-storey stand within an exhibition hall must be designed to withstand working loads in compliance with DIN EN 1991-1-1 (2010) in conjunction with DIN EN 1991-1-1/NA (2010) Table 6.1DE. If the storey is used for meetings and customer service purposes, i. e. it is furnished with tables and chairs in a free arrangement or in the form of meeting cabins, it must withstand a working load of 3 kN/m<sup>2</sup> (Category C1). For unlimited use as an exhibition or sales area, as an assembly room with or without rows of chairs, the floor of the upper storey must be able to withstand a working load of 5 kN/m<sup>2</sup> (Category C3). A horizontal load of  $H = P/20$  ( $P$  = working load) is to be assumed if sufficient longitudinal/lateral stability is to be achieved. The respective use must be marked clearly in the plans submitted for approval purposes.

Stairways must always be able to withstand working loads of 5 kN/m<sup>2</sup>. Balustrades and banisters must be designed to withstand loads of 1 kN/m at handrail height. Proof must be provided that the pressure applied by the supports does not exceed the maximum permissible pressure the hall floor can withstand (see Item 3.1. Hall data).

### **4.9.4. Escape routes/Stairways**

On two-storey stands with an area covered by the upper storey of up to 100 m<sup>2</sup>, only one stairway is required. The stairway must emerge beyond the covered area of the stand. The length of any escape route from the upper floor to a main hall aisle on the ground floor may not exceed 25 m.

Stands with a floor area of up to 100 m<sup>2</sup> require 1 exit with a clearance width of at least 0.90 m. Stands with a floor area of more than 100 m<sup>2</sup> require 2 exits, each with a clearance width of at least 0.90 m. Stands with a floor area of more than 200 m<sup>2</sup> require 2 exits, each with a clearance width of at least 1.20 m. For stands with a floor area of more than 400 m<sup>2</sup>, Messe München GmbH's Technical Exhibition Services Division stipulates the number of exits and their respective clearance width in compliance with the statutory and regulatory requirements valid at the given time.

Any stairways required may not be of a spiral or helical type. The height of the riser may not exceed 0.19 m and the tread depth no less than 0.26 m.

The width of the escape/rescue routes (exits, stairways, aisles) is to be based on the maximum number of persons needing to use the escape/rescue routes in an emergency and sized accordingly. Stairways require a minimum clear width of 1 m.

On stands with an upper storey area in excess of 100 m<sup>2</sup>, at least two stairways are required, to be located at opposite ends of the stand. Half of these stairways must emerge beyond the covered area of the stand.

In the case of multi-storey stand structures in the outdoor exhibition area, each main unit used on each storey must be equipped with two separate escape routes. An exit out into the open air may be no further than 30 m from any point on the stand.

Each storey must be equipped with at least one exit leading out into the open air designed such that it can be used without risk as an escape route (with its own stairway or outside staircase).

All stairways should be designed to comply with DIN 18065. No items may be stored or shelving installed in areas on or under stairways without risers.

Handrails must offer a secure grip and be of a continuous nature. Two handrails are to be fitted on stairways that are wider than 1 m.

### **4.9.5. Building materials**

On two-storey exhibition stands, load-bearing components, ground floor ceilings and upper storey floors must be made of at least fire-retardant (according to DIN 4102 or EN DIN 13501-1) building materials. Floor coverings and wall panelling and ceilings can be made of such building materials as are allowed and normally used for stand-building purposes. Anchoring materials to the floors in the halls is not permitted.

General statutory building regulations require compliance. We also reserve the right to impose further requirements in respect of safety and fire prevention until such time as acceptance of the given stand has been granted.

### **4.9.6. Upper storey**

Any partitioned rooms on stands in the halls used by staff must offer users an unobstructed line of sight in the direction of escape towards the nearest emergency escape/rescue route. Such rooms used by staff as may be accessed or left via a partitioned room only ("trapped" rooms) are not permitted on stands located in halls. All measures that compromise a clear line of sight in the direction of escape of the nearest emergency escape/rescue route or its accessibility are prohibited. Messe München GmbH reserves the right to impose any safety- or fire protection-related demands that may become additionally necessary until such time as stands undergo official acceptance (see Item 4.4.4.).

The bottom of any balustrades must be fitted with skirting of at least 0.05 m in height as well as kneehigh skirting, grid or solid panelling or similar to prevent persons from falling. To prevent objects (e. g. glasses) from being placed on balustrades where they can easily fall off, the handrails or the tops of the balustrades must be appropriately shaped e. g. circular or semi-circular. Balustrades should be designed and constructed in compliance with Items 4.6. and 4.9.3. Kindly contact Messe München GmbH's Technical Exhibition Services Division for details concerning coverings or canopies to be located above areas on the upper floor of your stand.

#### 4.10. Dismantling stands

By the end of the dismantling period set for a given event (see Special Terms of Participation and the Important Notes section of the Order Forms for Exhibitor Services), the exhibitor is obliged to completely clear the stand of all stand-building materials, exhibits and any other items and restore the stand area to its original state.

After the set dismantling period has elapsed, Messe München GmbH is entitled but not obliged to have any items left on the stand removed and stored by an authorized forwarding agent at the expense and risk of the exhibitor and charge an appropriate handling fee for doing so. Messe München GmbH is entitled to dispose at the exhibitor's expense of any exhibition-related material and all other items left on the stand after the set dismantling period has elapsed.

#### 5. Operational safety, technical safety regulations, other technical requirements and supply systems

##### 5.1. General regulations

Stand construction and dismantling work may only be carried out in accordance with the relevant statutory labor and industrial regulations valid at the given time.

##### 5.1.1. Damage

Any damage caused by exhibitors or their agents within the trade fair center, its buildings or facilities will be remedied by Messe München GmbH at the expense of the exhibitor concerned at the end of the given event.

##### 5.2. Use of machinery

The use of bolt, nail and stud guns may be examined and permitted on a case-by-case basis.

The use of woodworking machines without chip exhausters is not permitted.

Only such cranes, fork-lift trucks and work platforms as are supplied by Messe München GmbH's authorized service partners may be used. In special cases, the approval of Messe München GmbH's Technical Exhibition Services Division must be sought.

#### 5.3. Electrical installation

##### 5.3.1. Connections

Electrical installations from the utility ducts to the stands may only be fitted by Messe München GmbH and/or contractors appointed by it. The electrical installations to be exclusively fitted by Messe München GmbH and/or contractors appointed by it include the main electrical connection and cabling, master fuse and, if applicable, the master switch/electricity meter. Messe München GmbH's Technical Exhibition Services Division reserves the right to restrict the electrical connection to one basic connection per stand for reasons of safety. The use of generators on the stands is prohibited unless prior written approval has been obtained from Messe München GmbH's Technical Exhibition Services Division. Exhibitors are expressly forbidden to obtain electricity from neighboring stands. Furthermore, exhibitors are not entitled to supply any third parties at the trade fair center apart from his co-exhibitors with electricity. This applies particularly to neighboring stands. Furthermore, exhibitors are not entitled to supply any third parties at the trade fair center apart from his co-exhibitors with such electricity as is supplied to him by Messe München GmbH. This applies particularly to neighboring stands.

A ground plan indicating the required position of the connections should be attached to the orders (form included in the Order Forms for Exhibitor Services).

The exhibitor is responsible for ensuring that the electrical installation is able to provide all items on the stand requiring electricity with sufficient power such that they can operate simultaneously. Should this not be the case, Messe München GmbH is entitled to upgrade the electrical installation at the expense of the exhibitor at the prices stated in the order forms for exhibitor services without being asked to do so by same, such that the above requirement is met.

Power supply lines will be laid in utility ducts wherever possible, but may have to be run above ground if the location of the connection point makes this necessary. Messe München GmbH is entitled to run power lines and connections serving neighboring stands across the exhibitor's stand unless Messe München GmbH can provide the electrical connection to the neighboring stands at the same or lower cost without laying supply lines and connections across the exhibitor's stand.

Should the exhibitor wish power lines to be laid across public aisles or third-party stands, Messe München GmbH's prior approval must be sought. Any power lines laid in this respect must give due consideration to the safety of the public and exhibitors alike and are payable by the exhibitor concerned. To the extent that power consumption is not payable on a flat-rate basis, it will be determined via the meter fitted and invoiced at the per-kWh prices shown in the Order Forms for Exhibitor Services.

For safety reasons, Messe München GmbH reserves the right to switch off the exhibitor's power supply after the event has finished.

##### 5.3.2. Stand installation

Electrical installation work within the confines of the stand can be carried out by the exhibitor's own electrical fitters or approved electrical contractors in accordance with VDE (German Association of Electrical Engineering, Electronics and Information Technology) regulations, VDS regulations and accepted technical practice.

Electrical installation work within the confines of the stand can also be carried out by Messe München GmbH and/or contractors appointed by it providing an appropriate order is submitted.

Any connections, machines or equipment that have not been authorized, do not comply with the relevant regulations or use more power than indicated in the application are prohibited. They can be removed from the stand and put in storage by Messe München GmbH at the expense and risk of the exhibitor.

##### 5.3.3. Installation and operating regulations

All electrical installations must be fitted in compliance with the latest safety regulations issued by the VDE (Association of German Electricians), whereby special attention should be given to VDE 0100, 0108 and 0128 and IEC Norm 60364-7-711.

The ratio of high or low-frequency interference transmitted to the mains may not exceed the levels specified in VDE 0160, VDE 0838 (EN 50 006) and EN 61 000-2-4.

Conductive components must be included in the precautions intended to prevent indirect contact (stand earthing).

The regulations set out in the "Electrical Installation on Exhibition Stands" section of the Order Forms for Exhibitor Services require full compliance.

All exhibition stand electrical installations will be inspected by an expert for compliance with the regulations effective at the given time for the Munich Trade Fair Centre. The inspection will be organized by Messe München GmbH.

#### 5.3.4. Safety precautions

As a special safety precaution, all heat-emitting electrical equipment (hot-plates, spotlights, transformers, etc.) must be installed on a non-flammable, asbestos-free base and monitored adequately during operation.

Depending on the amount of heat generated and/or emitted, adequate distance must be maintained between the equipment concerned and any flammable materials in the vicinity.

Lamps may not be attached to flammable decorations or the like.

#### 5.3.5. Safety lighting

Stands whose specific design or structure render the existing general safety lighting ineffective must be equipped with their own, additional safety lighting in accordance with VDE 0100-718, DIN 50172 and DIN EN 1838. It must be installed such that safe orientation and access to the general escape routes is guaranteed.

#### 5.4. Installation of water/wastewater facilities

All installations on stands must comply with the relevant drinking water regulations valid at the given time such that any reduction in the quality of drinking water due to the installation and operation of a water/wastewater connection is ruled out.

Prior to being fed into the hall supply system, the water is channelled via a water treatment plant (chlorine dioxide). The process is in compliance with the relevant drinking water regulations.

##### 5.4.1. Connections

Water/wastewater facilities from the utility ducts to the stands may only be installed by Messe München GmbH and/or a contractor appointed by it. The water/wastewater installations encompass the main water connection (supply and drainage) with supply and drain pipes as well as a water meter if applicable. The exhibitor is not allowed to obtain water for his stand from such persons as have not been authorized to supply water by Messe München GmbH. Exhibitors are expressly forbidden to obtain water from neighboring stands. Furthermore, exhibitors are not entitled to supply any third parties at the trade fair center apart from his co-exhibitors with such water as is supplied to him by Messe München GmbH. This applies particularly to neighboring stands.

Connection plans indicating the required position of the connections should be attached to the orders (form is included in the Order Forms for Exhibitor Services).

The exhibitor is responsible for ensuring that the water/wastewater installation is able to cater for all items on the stand requiring water/wastewater facilities such that they can all operate simultaneously. Should Messe München GmbH determine that the water/wastewater installation ordered by the exhibitor cannot guarantee the simultaneous operation of all items requiring such facilities, Messe München GmbH is entitled to upgrade the water/wastewater installation at the expense of the exhibitor at the prices stated in the Order Forms for Exhibitor Services without being asked to do so by same.

Water/wastewater piping in the halls will be laid in utility ducts wherever possible, but may under certain circumstances have to be run above ground if the location of the connection point makes this necessary. In the outdoor exhibition area, water/wastewater facilities can generally be installed; the piping can be laid either along the ground or underneath it.

In exceptional circumstances, the required location may be so unfavourable that the connection ordered cannot be installed or that, in doing so, additional costs may be incurred.

Messe München GmbH is entitled to run water/wastewater pipes and connections serving neighboring stands across the exhibitor's stand unless Messe München GmbH can provide the water/wastewater connection to the neighboring stands at the same or lower cost without laying pipes and connections across the exhibitor's stand.

Should the exhibitor wish piping to be laid across public aisles or third-party stands, Messe München GmbH's prior approval must be sought. Any piping laid in this respect must give due consideration to the safety of the public and exhibitors alike and is payable by the exhibitor concerned.

To the extent that water consumption is not payable on a flat-rate basis, it will be determined via the meter fitted and invoiced at the per-m<sup>3</sup> prices shown in the Order Forms for Exhibitor Services. Wastewater polluted with chemicals may not be fed into the sewage system (see also Item 6.2.1.).

For safety reasons, Messe München GmbH reserves the right to cut off the exhibitors' water supply after the event has finished.

##### 5.4.2. Stand installation

Plumbing facilities (water/wastewater facilities) within the confines of the stand can be installed by the exhibitor's own plumbers or approved plumbing contractors in accordance with relevant German/EU requirements and accepted technical practice.

Plumbing work within the confines of the stand can also be carried out by Messe München GmbH and/or contractors appointed by it providing an appropriate order is submitted.

To the extent that plumbing work including connecting up equipment requiring water (devices with water supply and wastewater drainage facilities, e. g. sinks) is not to be carried out by Messe München GmbH and/or contractors appointed by it, the exhibitor has to notify Messe München GmbH in good time prior to the commencement of the work concerned, but 14 days prior to the start of the stand set-up period at the latest, as to which plumbing contractors and/or plumbers will be carrying out the plumbing work. If Messe München GmbH is not supplied with this information by the set time, Messe München GmbH will connect up the equipment requiring water/wastewater facilities and charge the exhibitor with the costs incurred at the prices stated in the Order Forms for Exhibitor Services.

Any connections, machines or equipment that have not been authorized, do not comply with the relevant regulations or use more water than indicated in the application are prohibited. They can be removed from the stand and put in storage by Messe München GmbH at the expense and risk of the exhibitor. For safety reasons, dishwashers without a fitted drainage pump are not to be connected to the water mains if the drainage gradient is insufficient.

The connection of refrigerators/freezers with open refrigeration cycles should be registered with Messe München GmbH's Technical Exhibition Services Division. The water consumed will be measured via meters and charged at the rates stipulated in the Order Forms for Exhibitor Services. Messe München GmbH reserves the right to prohibit the use of refrigerators/freezers with open refrigeration cycles.

#### 5.5. Installation of compressed-air facilities

##### 5.5.1. Connections

The provision of exhibition stands with compressed air is possible in both the halls and the outdoor exhibition area. It generally occurs via a connection to a compressor station. Messe München GmbH reserves the right to install a compressor for the supply of compressed air on the stand in cases where, for instance, little compressed air is required. The use of a compressor to be supplied by the exhibitor himself has to be notified to Messe München GmbH's Technical Exhibition Services Division 4 weeks prior to commencement of the stand construction period of the given event at the latest. The exhibitor is not allowed to obtain compressed air for his stand from such persons as have not been authorized to supply compressed air by Messe München GmbH. Exhibitors are expressly forbidden to obtain compressed air from neighboring stands. Furthermore, exhibitors are not entitled to supply any third parties at the trade fair center apart from his co-exhibitors with such compressed air as is supplied to him by Messe München GmbH. This applies particularly to neighboring stands.



Compressed-air facilities from Messe München GmbH's own mains to the individual stands may only be installed by Messe München GmbH and/or a contractor appointed by it. The compressed-air installations encompass the main compressed-air connection together with associated compressed-air supply lines.

The exhibitor is responsible for ensuring that the compressed-air installation is able to provide all items on the stand requiring compressed air with sufficient compressed air such that they can all operate simultaneously. Should Messe München GmbH determine that the compressed-air installation ordered by the exhibitor cannot guarantee the simultaneous operation of all items requiring compressed air, Messe München GmbH is entitled to upgrade the compressed-air installation at the expense of the exhibitor at the prices stated in the Order Forms for Exhibitor Services without being asked to do so by same.

Compressed-air supply lines will be laid in utility ducts wherever possible, but may under certain circumstances have to be run above ground if the location of the connection point makes this necessary. Messe München GmbH is entitled to run compressed-air supply lines and connections serving neighboring stands across the exhibitor's stand unless Messe München GmbH can provide the compressed-air connection to the neighboring stands at the same or lower cost without laying supply lines and connections across the exhibitor's stand.

Should the exhibitor wish compressed-air supply lines to be laid across public aisles or third-party stands, Messe München GmbH's prior approval must be sought. Any compressed-air supply lines laid in this respect must give due consideration to the safety of the public and exhibitors alike and are payable by the exhibitor concerned.

A ground plan indicating the required position of the connections should be attached to the orders (forms in Order Forms for Exhibitor Services).

For safety reasons, Messe München GmbH reserves the right to cut off the exhibitors' compressed-air supply after the event has finished.

#### **5.5.2. Stand installation**

Compressed-air installation work within the confines of the stand can be carried out by the exhibitor's own fitters or approved contractors in accordance with German/EU requirements and accepted technical practice.

Compressed-air installation work within the confines of the stand can also be carried out by Messe München GmbH and/or contractors appointed by it providing an appropriate order is submitted.

To the extent that compressed-air installation work including connecting up equipment requiring compressed air (appliances with gas connections) is not to be carried out by Messe München GmbH and/or contractors appointed by it, the exhibitor has to notify Messe München GmbH in good time prior to the commencement of the work concerned, but 14 days prior to the commencement of the stand set-up period at the latest, as to which contractors and/or fitters will be carrying out the compressed-air installation work. If Messe München GmbH is not supplied with this information by the set time, Messe München GmbH will connect up the equipment requiring compressed air and charge the exhibitor with the costs incurred based on the rates applying to the given event.

Any connections, machines or equipment that have not been authorized, do not comply with the relevant regulations or use more compressed air than indicated in the application are prohibited. They can be removed from the stand and put in storage by Messe München GmbH at the expense and risk of the exhibitor.

#### **5.5a Gas installation**

##### **5.5a.1. Connections**

Gas supply facilities from the utility ducts to the stands may only be installed by Messe München GmbH and/or a contractor appointed by it. The gas installations encompass the main gas connection with supply lines and stopcock as well as a gas meter if applicable. The exhibitor is not allowed to obtain gas for his stand from such persons as have not been authorized to supply gas by Messe München GmbH. Exhibitors are expressly forbidden to obtain gas from neighboring stands. Furthermore, exhibitors are not entitled to supply any third parties at the trade fair center apart from his co-exhibitors with such gas as is supplied to him by Messe München GmbH. This applies particularly to neighboring stands.

Connection plans indicating the required position of the connections should be attached to the orders (form is included in the Order Forms for Exhibitor Services or available from Messe München GmbH's Technical Exhibition Services Division).

The exhibitor is responsible for ensuring that the gas installation is able to provide all items on the stand requiring gas with sufficient gas such that they can all operate simultaneously. Should Messe München GmbH determine that the gas installation ordered by the exhibitor cannot guarantee the simultaneous operation of all items requiring such facilities, Messe München GmbH is entitled to upgrade the gas installation at the expense of the exhibitor at the prices stated in the Order Forms for Exhibitor Services without being asked to do so by same.

Gas supply lines in the halls will be laid in utility ducts wherever possible, but may under certain circumstances have to be run above ground if the location of the connection point makes this necessary. In exceptional circumstances, the required location may be so unfavourable that the connection ordered cannot be installed or that, in doing so, additional costs may be incurred.

Messe München GmbH is entitled to run gas supply lines and connections serving neighboring stands across the exhibitor's stand unless Messe München GmbH can provide the gas connection to the neighboring stands at the same or lower cost without laying supply lines and connections across the exhibitor's stand.

Should the exhibitor wish supply lines to be laid across public aisles or third-party stands, Messe München GmbH's prior approval must be sought. Any gas supply lines laid in this respect must give due consideration to the safety of the public and exhibitors alike and are payable by the exhibitor concerned.

To the extent that gas consumption is not payable on a flat-rate basis, it will be determined via the meter fitted and invoiced at the per-m<sup>3</sup> prices shown in the order forms for technical exhibition services. The use of gas for lighting and/or heating purposes (e.g. radiation heaters) as a stand design element is prohibited. As a rule, exhibits are exempted from this requirement. All burners must be equipped with low-setting controls or automatic ignition devices.

The exhibitor assumes sole responsibility for compliance with the relevant safety regulations, above all those stipulated by DVWG, TÜV (Technical Inspectorate), Munich Municipal Fire Department and Munich Municipal Works Department.

For safety reasons, Messe München GmbH reserves the right to cut off the exhibitors' gas supply after the event has finished.

#### **5.5a.2. Stand installation**

Gas installation work within the confines of the stand can be carried out by the exhibitor's own fitters or approved contractors in accordance with German/EU requirements and accepted technical practice. Gas installation work within the confines of the stand can also be carried out by Messe München GmbH and/or contractors appointed by it providing an appropriate order is submitted.

To the extent that gas installation work including connecting up equipment requiring gas (appliances with gas connections) is not to be carried out by Messe München GmbH and/or contractors appointed by it, the exhibitor has to notify Messe München GmbH in good time prior to the commencement of the work concerned, but 14 days prior to the commencement of the stand construction period at the latest, as to which contractors and/or fitters will be carrying out the gas installation work. If Messe München GmbH is not supplied with this information by the set time, Messe München GmbH will connect up the equipment requiring gas and charge the exhibitor with the costs incurred at the prices stated in the Order Forms for Exhibitor Services.

Any connections, machines or equipment that have not been authorized, do not comply with the relevant regulations or use more gas than indicated in the application are prohibited. They can be removed from the stand and put in storage by Messe München GmbH at the expense and risk of the exhibitor.

#### **5.5b Information and communications services**

All fixed-line connections for information and communications services are provided exclusively by Messe München GmbH.

Connection plans indicating the required position of the connections should be attached to the orders (form is included in the Order Forms for Exhibitor Services).

#### **5.6. Machinery, pressure containers and exhaust systems**

##### **5.6.1. Machine noise**

The operation of any noise-emitting machinery and/or devices requires Messe München GmbH's prior written approval. It may not disturb any other event participants, cause crowding that blocks the aisles nor drown out the public address system in the halls. Noise-emitting machinery and/or devices may only be operated for short periods of time and only as long and often as the given demonstration requires. The noise level at the stand perimeter may not exceed 70 dB(A).

Despite having given its prior approval, Messe München GmbH is entitled to restrict or prohibit such performances as cause noise, visual disturbance or, for other reasons, constitute a significant disturbance to the event or its participants.

If a fair, exhibition or other event is not organized by Messe München GmbH but by another organizer, the organizer concerned is entitled to exercise Messe München GmbH's rights described above.

##### **5.6.2. Product Safety**

The exhibitor is principally obliged to display only those products that meet European marketing requirements (e.g. specific EU directives such as the Machinery Directive, Toy Directive, Low-voltage Directive, Medical Products Directive, PSA Directive, etc.) and the national legislation based on them (e.g. the German Product Safety Act—ProdSG). Contrary to this, such products may also be displayed at fairs and exhibitions as do not yet comply with the fundamental safety requirements. In such cases, however, a sign must be attached to the product indicating that it may only be marketed in the EU and the European Economic Area (EEA) upon compliance with all relevant legal requirements, or that the product is only intended for export to non-EU states and non-EEA states.

The exhibitor authorizes Messe München GmbH with the approval of the relevant authorities to publicly declare on its behalf that the conformity evaluation procedures have not yet been concluded in connection with such exhibits as do not have the prescribed CE coding, and that these exhibits do not yet comply with the formal and safety provisions of the relevant regulations and may not be sold or purchased in the countries of the EU and EEA until such time as they comply with these regulations. Products may (and must) be provided with CE coding only when they are subject to specific EU directives prescribing such CE coding. For such products, a conformity assessment must be conducted, technical documents verifying conformity prepared, an EU conformity declaration issued and the CE coding attached. Operating instructions, safety information, etc. in the user's national language are to be provided or attached.

Any precautions necessary for the protection of persons must be taken by stand personnel in connection with demonstration activities.

The stand personnel is also responsible for ensuring that no machines are activated without authorization.

##### **5.6.2.1. Safety devices**

Machinery and equipment components may only be operated if all relevant safety devices are in place. The standard safety devices can be replaced by a secure covering made of organic glass or another suitable, transparent material.

Where equipment is not operated, the safety devices can be removed to give visitors a clearer view of the design and construction of the otherwise covered components.

The safety devices must then be clearly displayed next to the machine.

##### **5.6.2.2. Test procedures**

The exhibited technical equipment will be inspected for its accident prevention and safety characteristics by the relevant supervisory authority—the Factory Inspectorate—together where necessary with the relevant technical committees of the Employers' Liability Insurance Association and for its compliance with the relevant safety requirements. Exhibitors are advised to have their EU Conformity Declaration available on the stand for CE coding verification purposes. If in doubt, exhibitors should contact the relevant authorities in good time prior to commencement of the event.

##### **5.6.2.3. Operating ban**

Furthermore, Messe München GmbH is entitled to prohibit the operation of machinery, equipment and other devices at any time Messe München GmbH deems it to constitute a risk for persons and/or property.

#### **5.6.3. Pressure containers**

##### **5.6.3.1. Acceptance certificates**

Pressure containers may only be operated on the stand if the tests/acceptance inspections required by the Operating Safety Directive (BetrSichV) have been carried out on them. Any proof of testing (certificates and/or recordings) issued as a result should be kept on the stand near the pressure container concerned and presented at the request of the relevant supervisory authorities.

##### **5.6.3.2. Testing**

Certificates issued on the basis of the structural and water pressure test or comparable test for pressure containers of any type are not considered sufficient proof. If applied for in good time, 4 weeks prior to the commencement of the event at the latest, pressure containers subject to testing can be put through the acceptance test by the Technical Inspectorate up to one day prior to the commencement of the event providing the structural and water pressure test certificate is presented and a qualified fitter is present on the exhibition stand.

##### **5.6.3.3. Rental equipment**

If hired equipment is used on the stand, the above regulations apply accordingly. Above all, any proof of testing issued (see Item 5.6.3.1.) should be kept on the stand near the pressure container concerned and presented at the request of the relevant supervisory authorities.



#### 5.6.3.4. Verification

The requisite acceptance certificates should be available on the stand for Factory Inspectorate verification purposes.

#### 5.6.4. Exhaust gases and vapors

Vapors and gases which are emitted by exhibits and equipment and are flammable, toxic or merely unpleasant for event participants may not be released in the halls, but must be fed out into the open air via appropriate piping in accordance with the provisions of the German Emissions Control Act.

#### 5.6.5. Exhaust systems

Such vapors and gases as are flammable, toxic or merely unpleasant for event participants must be fed off via appropriate exhaust piping. The ducting may only be installed by Messe München GmbH or a contractor appointed by it. A ground plan indicating the required position of the ducting should be attached to the orders (form is included in the Order Forms for Exhibitor Services or available from Messe München GmbH's Technical Exhibition Services Division).

#### 5.7. Use of compressed gases, liquid gases and flammable liquids

As a general rule, the use of compressed gases, liquid gases and flammable liquids is prohibited. An exception to this ruling, which must be applied for via the "Application for Preventive Fire Protection Measures" form, can be granted by the Munich Municipal Fire Department. The requirement for approval being granted exceptionally is that the usage of compressed gases, liquid gases and flammable liquids applied for is necessary for the operation or demonstration of exhibits. Exhibitors have no entitlement to approval being granted exceptionally.

Empty containers that have been used for storing compressed gases, liquid gases or flammable liquids may not be kept or stored on the stand or in the hall. Only empty cylinders are allowed for devices and equipment that are not operated for demonstration purposes and must be clearly labelled as such.

Under no circumstances may full cylinders be stored in the halls.

##### 5.7.1. Compressed gas

Compressed-gas cylinders must be protected against impact, falling over, unauthorized access and heat in accordance with the relevant accident prevention regulations. Compressed-gas cylinders should be stored in an upright position.

##### 5.7.2. Liquid gas

Only under the condition that no electric or natural gas systems may be operated for the demonstration of exhibits may liquid gas systems be exceptionally approved given compliance with the following provisions:

- The location of the installation must be coordinated with Munich Municipal Fire Department.
- The maximum quantity of liquid gas that is permitted to be kept on the stand is 11 kg.
- The liquid gas cylinder in use at the time is to be protected against unauthorized access and heat in a fully enclosed, appropriately marked (yellow label with a black "G") sheet metal cabinet with base ventilation.
- Compliance with specification and non-leakage requirements is to be verified by an expert and certified in accordance with the German accident prevention regulation BGV D 34.
- The pipes and cables of the liquid gas system are to be laid such that they are pull-relieved and protected against mechanical stress.
- Usage for heating and cooking purposes is prohibited.
- An officially approved fire extinguisher (PG 6 as per DIN 14406 or DIN EN 3) is to be kept on the exhibition stand.
- Each item of gas-driven equipment must be fitted with a stopcock that is easily accessible at all times. The storage of liquid gas cylinders in the exhibition halls is prohibited.
- The German accident prevention regulations BGV D 34, TRGS 510 and TRGS 800 must be observed.

##### 5.7.3. Flammable liquids

Approval for the use of flammable liquids can only be granted in connection with the operation or demonstration of exhibits. See the "Application for Preventive Fire Protection Measures" form in the Order Forms for Exhibitor Services for further information.

Equipment operated or demonstrated with flammable liquids must be provided with non-flammable spill basins at all filling points as well as at all locations from which liquids can escape. As filling equipment with liquids is a particularly dangerous operation, maximum care and caution is required. Equipment that has reached operating temperature may not be filled with flammable liquids.

Flammable liquids that have leaked out must be removed immediately from the basins and disposed of safely due to the potential risk of fire or explosion. Smoking is strictly prohibited at the place of use. Appropriate signs must be provided. Only authorized persons may be allowed access. An officially approved fire extinguisher in accordance with DIN 14406 or DIN EN 3 is to be kept on the exhibition stand.

##### 5.8. Hazardous substances

The use of materials or products containing dangerous substances is prohibited. We refer herewith to the law for the protection against dangerous substances (Chemicals Act) in conjunction with the Chemicals Prohibition Directive (Chem. VerbotsV) and the Dangerous Substances Directive (GefStoffV).

##### 5.9. Assembly rooms/Show areas

Presentations and acoustic advertising require Messe München GmbH's prior approval and must occur in such a way as not to disturb any neighboring exhibitors. The noise level at the stand perimeter may not exceed 70 dB(A). Despite having given its prior approval, Messe München GmbH is entitled to restrict or prohibit such presentations as cause noise, visual disturbance or, for other reasons, constitute a significant risk or disturbance to the event or its participants. The regulations stipulated by the relevant authorities must be observed.

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

To the extent that 200 or more seats need to be arranged, the total number of seats and the escape/rescue routes must be shown in a separate plan (seating plan scale 1:200) to be submitted to Messe München GmbH in triplicate, whereby the width of the escape/rescue routes is to be based on the maximum number of persons the room can accommodate and sized accordingly. A copy of the plan approved for the given usage should be displayed in a clearly visible location near the main entrance to the assembly room concerned. Partitioned assembly rooms must offer users an unobstructed line of sight in the direction of escape towards the nearest emergency escape/rescue route. Assembly rooms that can be accessed or exited via another partitioned room only ("trapped" assembly rooms) are prohibited. All measures that compromise a clear line of sight in the direction of escape of the nearest emergency escape/rescue route or its accessibility are prohibited. Messe München GmbH reserves the right to impose any safety- or fire protection-related demands that may become additionally necessary until such time as stands undergo official acceptance (see Item 4.4.4.).

Messe München GmbH reserves the right to impose additional conditions should the need arise.

Particular attention is drawn to the Assembly Place Directive (VStättV) applying at the given time (with particular regard to the operating requirements in part 4 with paras. 31 through 43, as well as para 10 sect. 1, para. 14 sect. 3 and para. 19 sect. 6).

The width of the escape/rescue routes in assembly rooms is to be based on the maximum number of persons the room can accommodate and sized accordingly. The width clearance of each section of any given emergency rescue route must amount to at least 1.20 m per 200 persons. Graduated increases are only allowed in steps of 0.60 m. The required width of the given rescue routes must be verifiably calculated through to the circulation areas.

Exits in darkened rooms must be lit adequately (signs according to DIN 4844 or BGV A 8). Curtains in the vicinity of the exits must open easily to the minimum exit width prescribed, end 10 cm above the floor and be extremely flame retardant. They are to be provided with a colored marking along the vertical edges used for opening and closing. They may not be sealed (tied together or similar) during operating hours. Applications should be submitted via the "Application for Preventive Fire Protection Measures" form in the Order Forms for Exhibitor Services.

Assembly rooms must have at least two exits leading directly to the hall aisles. These exits should be located as far apart from each other as possible.

Seats arranged in rows must be fixed so they cannot be moved; any chairs arranged temporarily are to be firmly interconnected into rows. Seats must be at least 0.50 m wide. A width clearance of at least 0.40 m must be provided between the rows of seats. Seats arranged in blocks may comprise no more than 30 rows. Aisles with a minimum width of 1.20 m must be provided behind and between the blocks. No more than ten seats may be arranged at the side of an aisle. The seating plan must show places for both sitting and standing. The path from a seat at a table to the nearest aisle may not exceed 10 m. The distance between the tables should not be less than 1.50 m. The places for wheelchair users are to be marked separately.

Doors located on escape and rescue routes in assembly rooms must open out in the direction of escape and may have no thresholds. During the time in which persons stay in assembly rooms, the doors of the respective escape and rescue routes must be able to be opened from inside easily and to their full width at all times. In the case of show areas as defined in the Assembly Place Directive (VStättV) valid at the given time, a person responsible for event systems or an event system specialist (pursuant to paragraphs 39 and 40 in the Assembly Place Directive) is to be notified by name to Messe München GmbH's Technical Exhibition Services Division.

##### 5.10. Radiation protection

###### 5.10.1. Radioactive materials

The use of radioactive materials is only possible with a special permit and Messe München GmbH's approval. The permit must be applied for via the appropriate authorities in accordance with the Radiation Protection Directive and submitted to Messe München GmbH at least 6 weeks prior to commencement of the given event. Insofar as a permit has been issued, the exhibitor must prove that the intended use of radioactive materials at the trade fair center is covered by the permit concerned.

See the Application for Preventive Fire Protection Measures form in the Order Forms for Exhibitor Services for further information.

###### 5.10.2. X-ray equipment and spurious radiation equipment

The operation of X-ray and spurious radiation equipment requires a special permit and Messe München GmbH's approval. The Directive on the Prevention of Damage by X-rays (RöV) must be observed. The operation of X-ray and spurious radiation equipment is subject to mandatory approval or notification pursuant to Sections 3, 4, 5 and 8 of the RöV. The relevant authority for Munich as the exhibition venue is the Munich State Factory Inspectorate to which the applications for approval or notification must be submitted. Notification must be submitted via the "Registration of Laser and X-Ray Equipment" form in the Order Forms for Exhibitor Services.

###### 5.10.3. Laser equipment

The operation of laser equipment requires a special permit and Messe München GmbH's approval. Notification of the operation of laser equipment is to be submitted to the relevant authority in accordance with BGV B 2 via the "Registration of Laser and X-Ray Equipment" form in the Order Forms for Exhibitor Services.

The operation of laser equipment will be checked by an independent inspector. The laser equipment may only be used if the conditions stipulated by the independent inspector are complied with.

###### 5.10.4. High-frequency equipment, radio systems, electromagnetic fields

The operation of high-frequency equipment, radio systems and electromagnetic fields requires a special permit and Messe München GmbH's approval.

The operation of high-frequency equipment and radio systems is only permitted if it complies with the provisions of the Telecommunication Installations Act and the Electromagnetic Compatibility of Equipment Act (EMVG).

The use of paging systems, microport equipment, two-way radio intercom equipment and telecontrol equipment is subject to approval by the Telecommunications and Post Regulatory Authority. A copy of the approval documents issued by the Regulatory Authority is to be submitted to Messe München GmbH in good time prior to the commencement of the given event.

Moreover, the operation of high-frequency equipment and radio systems is only permitted if a sufficiently large frequency gap is verifiably left between the frequencies/applications they use and those already in use at the trade fair center. This verification must be submitted to Messe München GmbH. Details regarding the frequencies/applications in use at the trade fair center are available from Messe München GmbH's Technical Exhibition Services Division.

###### 5.11. Cranes, fork-lift trucks, exhibition goods, packaging, goods consignments

The forwarding agents under contract to Messe München GmbH, hereinafter termed "official forwarding agents," exercise sole forwarding agent rights at the trade fair center e.g. transportation of exhibits, stand structures, etc. to the stands incl. provision of any auxiliary and work equipment (fork-lift trucks, cranes, work platforms, etc.) required as well as customs clearance for temporary or permanent importation purposes. Only official forwarding agents may be appointed to render the forwarding agent services mentioned at the trade fair center. In special cases approval must be obtained from Messe München GmbH's Technical Exhibition Services Division.

Messe München GmbH assumes no liability whatsoever for any risks arising from the activities of the official forwarding agents. No empty goods or packaging of any kind may be stored on the stands.

The exhibitor is not entitled to designate Messe München GmbH as the consignee for goods consignments (exhibition goods, stand-building materials, information material and the like) or any other consignments that are not meant for Messe München GmbH but for the exhibitor or a third party. Messe München GmbH is entitled but not obliged at the expense and risk of the given exhibitor and against reimbursement of all the costs incurred to accept and store such consignments or appoint an official forwarding agent to store them, above all in respect of exhibition goods and packaging. No claims can be asserted against Messe München GmbH to the effect that it accepted such consignments without checking their condition and completeness, did not check the cargo and forwarding-agent invoices issued or did not store or keep the given goods correctly.

## 5.12. Musical reproduction

For all types of musical and audio-visual reproduction, permission is required from the German Performing Rights Society (GEMA) in accordance with the provisions of the Copyright Act.

Contact:

GEMA Bezirksdirektion Stuttgart, Herdweg 63, 70174 Stuttgart, Germany  
messe@gema.de, www.gema.de

Any non-approved musical reproductions may be subject to claims for damages being asserted by GEMA (Section 97 of Copyright Act).

## 5.13. Beverage dispensing systems

For the installation and operation of beverage dispensing systems on the stand, the relevant statutory legislation, above all the provisions of the Beverage Dispensing Systems Directive (TRSK) 400 No. 3.3.1. and No. 3.3.2. and the Operating Safety Directive (BetrSichV) must be observed.

Further information can be found in the "Registration of Beverage Dispensing Equipment/Notification of Intention to Serve Food and Beverages" form in the Order Forms for Exhibitor Services.

## 5.14. Food supervision

In connection with the distribution of food samples for immediate consumption and the on-site sale of food and beverages, the relevant statutory legislation, above all the provisions of the Food Hygiene Directive must be observed.

As far as the commercial preparation or distribution of food is concerned, the exhibitor must observe the provisions of the Infection Prevention Act. It is up to the exhibitor to inform himself about all relevant regulations, including those stipulated by local safety authorities, and to observe them. Further information can be found in the "Registration of Beverage Dispensing Equipment/Notification of Intention to Serve Food and Beverages" form in the Order Forms for Exhibitor Services.

## 5.15. Disturbance due to exhibition goods

Exhibition goods that, by virtue of their appearance, smell, noise, vibration or similar characteristics, constitute a significant disturbance to the running of the given event, and above all put event participants or third-party objects at considerable risk or impinge upon them, are to be removed immediately at Messe München GmbH's request. This obligation of the exhibitor concerned still applies even if he indicated such characteristics in his application and his application was approved. Should the exhibitor fail to meet his obligation by not immediately removing the exhibition goods causing the disturbance, Messe München GmbH is entitled to remove the exhibition goods concerned at the expense and risk of the exhibitor or close down his stand without the exhibitor being entitled to claim damages from Messe München GmbH or the relevant organizer. In such cases, Messe München GmbH decides when the stand that has been closed down should be dismantled.

If a fair, exhibition or other event is not organized by Messe München GmbH but by another organizer, the organizer concerned is entitled to exercise Messe München GmbH's rights described above.

## 6. Environmental protection

Messe München GmbH is committed to the protection of the environment.

The exhibitor undertakes to ensure that he and his sub-contractors fully comply with all environmental protection-related regulations and requirements.

At the trade fair center, such materials and products as are characterised by their durability, repair friendliness and recyclability, as produce less waste or waste that is easier to dispose of and/or as are made of residual materials or waste should be used to the greatest possible extent.

No non-recyclable crockery should be used for catering purposes. Beverages should be served as far as possible in recyclable containers. Should however non-recyclable crockery be used in exceptional circumstances, it should only be made of such materials as rot in a neutral manner so that the ground water is not affected or as can be burnt in waste incinerators without producing residues harmful to the environment.

### 6.1. Waste management

Each exhibitor is responsible for the proper and environmentally friendly disposal of waste which he or his appointed contractors (e. g. stand-builders, caterers, etc.) generate at the exhibition center. The exhibitor may appoint Messe München GmbH only with the disposal of waste at the exhibition center. The exhibitor is to ensure that also his contractors appoint Messe München GmbH only with the disposal of waste at the exhibition center. Messe München GmbH is entitled to appoint its approved contractors with the disposal of waste at the exhibition center.

In all phases of the event including stand set-up and dismantling periods, the aim must be to avoid generating waste wherever possible. This aim must be pursued as early as the planning stage and in coordination with all parties involved. As a general rule, such materials as can be recycled and pollute the environment, as little as possible are to be used for stand-building and stand operation purposes.

#### 6.1.1. Waste disposal

By way of order placement, the exhibitor is to notify Messe München GmbH in good time as to whether he wishes to have the waste generated during the stand-set-up and dismantling periods and/or during the event disposed of as mixed waste by Messe München GmbH, or whether he wishes to initially sort the waste into various recyclable categories (e. g. wood, glass, paper, cardboard, plastic, film/foil) and then have it disposed of as fully pre-sorted, recyclable waste by Messe München GmbH. Kitchen and catering waste and other waste contaminated with kitchen and catering waste may only be disposed of as mixed waste. The exhibitor is required to notify Messe München GmbH of waste requiring special supervision (see Item 6.1.2.) and oils and grease (see Item 7.2.1.), which must be disposed of separately by Messe München GmbH.

The exhibitor is to collect the waste in appropriate containers which are supplied by Messe München GmbH on request, subject to payment of a charge. Insofar as fully presorted, recyclable waste cannot be collected in containers supplied by Messe München GmbH, the exhibitor will have to coordinate the nature of the collection and disposal of these materials with Messe München GmbH.

Production waste and demonstration residue generated by the exhibitor must be registered in good time with Messe München GmbH for disposal, indicating the type of the materials and quantities concerned.

The exhibitor is to ensure that contractors acting at the exhibition center on his behalf conduct themselves in the same way as the exhibitor is expected to do in accordance with the above regulations.

#### 6.1.2. Hazardous waste

The exhibitor is obliged to register with Messe München GmbH in good time for disposal such waste as is by virtue of its nature, characteristics or quantity particularly hazardous to health or the environment, explosive or readily inflammable (e. g. batteries, varnishes, solvents, lubricants, machine oils, coolants, printing dyes and inks, paints), together with the relevant data safety sheet details.

### 6.1.3. Waste brought to the exhibition center

Such materials and waste as are not used or generated in connection with the given event in the stand construction or dismantling periods or its actual duration may not be brought to the trade fair center.

#### 6.1.4. Waste disposal fees

Waste registered for disposal will be disposed of by Messe München GmbH at the prices valid at the time of the event. Messe München GmbH reserves the right to demand higher charges for the disposal of mixed waste than for fully presorted, recyclable materials.

For such waste generated by the exhibitor or his contractors as has not been registered with Messe München GmbH for disposal, Messe München GmbH is entitled to charge lump-sum compensation equating double the charge it would have raised for disposal of the same quantity of mixed waste. Messe München GmbH's right to claim further compensation remains unaffected. The exhibitor may demand a reduction in the lump-sum compensation if he proves that Messe München GmbH has incurred less damage. Waste generated by the exhibitor or his customers is considered to be all such waste as is located on the exhibitor's stand, unless he can prove that the waste has not been generated by him or his contractors.

All such objects as are located on the exhibitor's stand after the exhibitor has recognizably left the stand will be treated as waste generated by the exhibitor or his contractors not registered with Messe München GmbH for disposal unless the exhibitor proves that the these objects were neither in his nor in the possession of his contractors during the entire period of the event, including stand set-up and dismantling times.

The exhibitor has the option during the dismantling period stated in the Terms of Participation, between 08:00 and 17:00, of having the due and proper clearance of his exhibition stand confirmed by Messe München GmbH.

### 6.2. Water, wastewater, ground protection

#### 6.2.1. Oil/Grease separators

Exhibitors producing, processing, demonstrating or serving food or other goods containing oil and/or grease in quantities exceeding those of a standard household nature are prior to the disposal of the food and goods concerned to collect the accumulated oil and grease separate from other waste in appropriate containers provided on request upon payment of a charge by Messe München GmbH and to place them on the perimeter of their stands ready for collection by Messe München GmbH.

Exhibitors with dishwashers or other kitchen equipment on their exhibition stands as are not of a standard household nature must drain off the wastewater generated on their stands via oil/grease separators. The order form for the installation of an oil/grease separator is available on request from Messe München GmbH's Technical Exhibition Services Division.

#### 6.2.2. Cleaning/Detergents

Messe München GmbH organizes the cleaning of the areas of general access and other relevant areas at the exhibition center to the extent that they are not leased to exhibitors or other third parties. Exhibitors are responsible for cleaning their exhibition stands. This must be carried out and completed every day prior to the commencement of the fair or event. If exhibitors do not have the cleaning work performed by their own personnel, they must appoint Messe München GmbH-accredited contractors only for this purpose. Such cleaning contractors as are not accredited by Messe München GmbH will be requested to leave the exhibition area.

Only biologically degradable products may be used for cleaning work. Any liquids, substances or other materials as are absolutely essential for cleaning the stand and/or cleaning, operating and maintaining exhibits, should be used so professionally and correctly that no harm is caused to the environment. Residual materials including any aids (e. g. impregnated cleaning wool) used are to be correctly disposed of as special waste. Any detergents containing harmful solvents may only be used in exceptional circumstances in accordance with the relevant regulations.

### 6.3. Environmental damage

Messe München GmbH must be notified immediately of any environmental damage/pollution (caused by e. g. petrol, oil, solvents, paint).

Status: April 2015  
Messe München GmbH

# General Terms of Contract for Exhibitor Services of Messe München GmbH

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1. These General Terms of Contract for Exhibitor Services shall apply to the contractual relationship between exhibitors and Messe München GmbH. If exhibitors conclude direct contracts with Messe München GmbH's contracting companies, the terms of contract agreed between the exhibitor and the contracting company of Messe München GmbH shall apply.
2. In case of outside services, Messe München GmbH will pass on order forms, applications for permits, etc. to a contracting company or the responsible authorities. No rights or obligations shall arise for Messe München GmbH from this activity. If Messe München GmbH itself provides the services, it is entitled to use subcontractors. In the case of guest events, payment can be collected by the organizer concerned.
3. Messe München GmbH is not obliged to check information supplied by the exhibitor for accuracy or completeness. The exhibitor shall be liable in case of doubt.
4. All prices listed in these Order Forms for Exhibitor Services are net prices unless otherwise specified. Said prices are subject to VAT at the statutory rate.
5. Any objects rented to the exhibitor are intended only for the purpose agreed (for use at the exhibition stand for the duration of the trade fair) and for the length of time agreed (duration of the trade fair plus time for setting up and dismantling). The exhibitor is liable for damage to or loss of rented objects during the rental period. If the exhibitor's liability is conditional upon fault, he must prove that there was no fault on his part. The rental period begins with delivery to the stand and terminates on return or collection by Messe München GmbH or its subcontractors, even if the exhibitor has already left the stand. Exhibitors are advised to insure rented objects against theft for the duration of the rental period. The exhibitor will be charged at the replacement value for rented objects not returned. In case of damage, the repair costs will be charged if replacement is not necessary. The costs of delivery and collection of the rented objects are included in the rental fee unless otherwise stated in the relevant order form.
6. Messe München GmbH is liable for personal injury (injury to life, body or health) caused by neglect of duty for which Messe München GmbH, its legal representatives or employees are responsible, as well as for other damage caused by intentional or grave breach of duty by Messe München GmbH, its legal representatives or employees.  
Messe München GmbH is also liable for any damage caused by grave breach of cardinal duties by Messe München GmbH, its legal representatives or employees. In these cases Messe München GmbH is liable only if the damage is typical damage and not consequential damage and only up to EUR 100,000. This limitation of liability applies only to entrepreneurs, legal persons under public law or special funds under public law.
7. Online orders and/or orders on the order forms provided by Messe München GmbH (order forms for exhibitor services) are processed by Messe München GmbH if they are received by Messe München GmbH punctually, i.e. no later than the order deadline stipulated in the terms of order. Messe München GmbH may demand payment of a surcharge pursuant to the terms of order for any orders received after the order deadline. Messe München GmbH may provide its services via subcontractors.

Orders must be accepted by the contractor concerned. Acceptance may be given tacitly, i.e. by providing the service or product ordered. Exhibitors do not have a claim to acceptance of the order, unless the law gives rise to such a claim. Acceptance of the order can be refused, above all if the exhibitors concerned have not fulfilled their financial obligations to Messe München GmbH, e.g. those arising from previous events.

The exhibitor has no entitlement to Messe München GmbH accepting orders from a co-exhibitor. The exhibitor has the option of ordering services in his own name from Messe München GmbH for the co-exhibitor. Messe München GmbH may point this option out to the co-exhibitor.

If the order is accepted, then the exhibitor must be provided with the service or product ordered in good time as to be available at the beginning of the trade fair. However, Messe München GmbH is entitled to refuse to provide the exhibitor

with the service or product owed, including the supply of electricity, water, compressed air, etc. as long as the exhibitor has not fulfilled his financial obligations to Messe München GmbH, particularly those arising from previous events. The collection of outstanding debts is permitted at the exhibition stand.

Notwithstanding any further provisions set out in the General and Special Terms of Participation of Messe München GmbH governing trade fairs and other events organized by Messe München GmbH, Messe München GmbH is entitled to demand a down payment on the service or product ordered up to the full amount of the agreed remuneration

8. The exhibitor is entitled to cancel the services offered if the cancellation notice is received by Messe München GmbH prior to the expiry of the cancellation deadline pursuant to the terms of order. Should the cancellation notice be received by Messe München GmbH after the expiry of the cancellation deadline, the order is not considered to have been cancelled. In such case, Messe München GmbH is entitled to execute the order or not irrespective of whether it has already commenced with service provision on the stand. If it executes the order, the exhibitor has to pay the costs incurred for the order. If the order is not executed and service provision on the stand has not yet commenced, it may demand payment by the exhibitor of flat rate compensation of 10 % of the costs incurred for the order. If the order is not executed and service provision on the stand has already commenced, it may demand payment by the exhibitor of flat rate compensation of 25 % of the costs incurred for the order. The right of Messe München GmbH to demand further compensation remains unaffected. The exhibitor may demand a reduction in the flat rate compensation if he proves that Messe München GmbH only incurred fewer costs.

Amendment of an order may only occur in such a way that the exhibitor issues a cancellation notice for the services ordered he no longer needs (old order) and then places a completely new order for the services he still requires (new order). If the new order is received by Messe München GmbH after the order deadline stipulated in the terms of order, Messe München GmbH may demand payment of a surcharge in addition to the cost of the new order. The old order is considered to have been cancelled if the cancellation notice is received by Messe München GmbH prior to the expiry of the cancellation deadline pursuant to the terms of order. Should the cancellation notice be received by Messe München GmbH after the expiry of the cancellation deadline, the old order is not considered to have been cancelled. The old order will then however no longer be executed by Messe München GmbH. If Messe München GmbH has not yet commenced with service provision on the stand, it may demand payment by the exhibitor of flat rate compensation of 10 % of the costs incurred for the old order. If Messe München GmbH has commenced with service provision on the stand, it may demand payment by the exhibitor of flat rate compensation of 25 % of the costs incurred for the old order. The right of Messe München GmbH to demand further compensation remains unaffected. The exhibitor may demand a reduction in the flat rate compensation if he proves that Messe München GmbH only incurred fewer costs.

Both for the old and the new order, the same provisions apply as for any other order.

9. Messe München GmbH is entitled to withdraw from the contract or cancel it without notice and collect or decline to provide the items or services it has provided or is supposed to provide, if exhibitors fail to meet their financial obligations arising from this contract and still fail to do so after Messe München GmbH has sent them a reminder giving them a further five days time to make the necessary payment. If Messe München GmbH makes use of its right to withdraw from the contract or terminate the contractual relationship without notice, the exhibitor shall be liable for damages incurred by Messe München GmbH.
10. Invoices for services ordered and invoices for down payments are due for payment immediately upon receipt without deduction, specifying the customer number. They are payable free of bank charges in euros to one of the accounts stated in the invoice concerned.

For value-added tax reasons Messe München GmbH may only issue invoices to an invoicee other than the exhibitor or re-address invoices to an invoicee other

than the exhibitor if the invoicee is the contracting partner of Messe München GmbH in respect of the services to be invoiced. If the exhibitor wishes the invoicee and not himself to be the contracting partner of Messe München GmbH, he may request the corresponding form from Messe München GmbH at the e-mail address stated in the application, complete it together with his legally binding signature and return it to Messe München GmbH. Messe München GmbH is not obliged to accept the invoicee named by the exhibitor and deviating from him as its contracting partner.

Insofar as Messe München GmbH has already commenced with service provision vis-à-vis the exhibitor prior to the receipt of this form, Messe München GmbH must invoice these services to the exhibitor.

If Messe München GmbH issues an invoice with German value-added tax (VAT) to an exhibitor whose registered office is located outside the Federal Republic of Germany, and if Messe München GmbH could have issued the invoice without VAT had the exhibitor provided the requisite information in good time, Messe München GmbH is entitled to charge the exhibitor a fee of EUR 50 for replacing the invoice issued with VAT by an invoice issued without VAT at the request of the exhibitor.

Should the exhibitor wish to have an invoice rewritten because the name, legal form or address of the recipient of the invoice has changed, the exhibitor is obliged to pay Messe München GmbH a sum amounting to EUR 50 plus VAT for each change of invoice unless the details in respect of name, legal form or address of the recipient of the invoice were incorrect on the original invoice and Messe München GmbH was responsible for the incorrect details.

11. All the exhibitor's claims against Messe München GmbH arising from the stand rental, and all legal proceedings in connection therewith lapse after a period of six months. This period of limitation starts at the end of the month in which the closing date of the fair falls. Notwithstanding the provisions set out in Clause 12, any complaints about invoices are to be asserted in writing within a period of exclusion amounting to 14 days following receipt of the invoice concerned.

12. The exhibitor is required to check as soon as possible whether services provided for him have been implemented properly. In order to avoid loss of all claims, written notice of obvious defects must be given immediately.

If equipment, installations or exhibits belonging to the exhibitor are exposed to specific dangers or risks (e.g. damage due to the effects of temperature, humidity, vibration, pressure loss, voltage fluctuations, etc.) the exhibitor is responsible for taking the necessary protective measures. The exhibitor is required to draw attention in his order form/application to any specific dangers his equipment, fittings or exhibition wares could represent to third parties or to property belonging to third parties.

13. If the exhibitor defaults on his payment obligations, the amount due to Messe München GmbH, i.e. the payment on which the exhibitor has defaulted, is subject to interest to be charged at nine percentage points above the base rate from the point in time at which the exhibitor is considered to have defaulted on payment. Any further statutory rights to which Messe München GmbH is entitled if the exhibitor defaults on his payment obligations remain unaffected.

14. The place of performance shall be Munich.

15. Insofar as the exhibitor is a trader, a legal entity under public law or a special fund under public law or has no general place of jurisdiction in the Federal Republic of Germany, Munich is the agreed place of jurisdiction for all disputes arising from this contract or in connection with this contract. Messe München GmbH is also entitled at its discretion to assert its claims vis-à-vis the exhibitor with such court as is competent for the place in which the exhibitor has his registered office or branch office.

16. The additional terms in the order forms must be observed. In cases of doubt, the terms in the order forms shall prevail over the General Terms of Contract for Exhibitor Services.

The exhibitor also undertakes to observe—in addition to the Technical Guidelines—the regulations contained in the "Important Notes", which may be found right behind the index sheet of the Order Forms for Exhibitor Services.



# Exhibition Protection

## for Utility Models, Designs and Trademarks

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### ■ Information

We have applied for exhibition protection (trade fair priority) for this trade fair. Trade fair priority can be claimed for **utility models, designs and trademarks**. The priority certificate serves as proof for exhibitors that they have presented their innovation described in the certificate at the trade fair or exhibition and that they thus enjoy the right of exhibition protection. The further significance of the trade fair priority certificate is that it enables the holder to apply for legal protection against unauthorized imitation or copying up to six months after the first day of exhibition by filing a utility model, design or trademark application for an innovation presented for the first time at a trade fair or an exhibition. The day the innovation is first displayed at the trade fair is adjudged the date of application. This provides, firstly, sufficient time to formulate the application and to make decisions with respect to the costs involved and, secondly, offers the prospective applicant the advantage of being able to wait long enough to judge on the basis of the sales orders received at the trade fair whether a utility model, design or trademark application is worthwhile.

Because of the special requirements of such a procedure we recommend consulting a patent attorney.

The trade fair priority is valid for the Federal Republic of Germany. The question of whether it is valid abroad and, if so, in which countries, must be clarified from case to case.

The **trade fair priority certificates** will be issued by a patent attorney appointed by us subject to payment of a fee. Exhibitors will be notified in good time where and when the patent attorney can be contacted during the trade fair.

The patent attorney will visit exhibitors interested in obtaining a trade fair priority certificate at their stand to establish whether the object for which trade fair priority is being claimed is on display. Since the patent attorney can only attest that day on which he satisfies himself that the object is being exhibited on the exhibitor's stand as being the first day of display, we recommend that the exhibitor get in touch with the patent attorney on the first day he intends to display the object. The patent attorney will provide the exhibitor with information on all questions pertaining to trade fair priority.

In order to ensure that sufficient evidence is available for a justified trade fair priority claim in the event of any subsequent priority dispute, we recommend providing the attorney with documents on the exhibited object (description, brochures, photos, diagram, etc.) made out in triplicate which will then be attached to the trade fair priority certificate. The trade fair priority certificate will be sent to the exhibitor within approximately four weeks.

**Trade fair priority can no longer be claimed for patents in the Federal Republic of Germany.**