

## Special Terms of Participation (B)

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

### Duration:

Tuesday, 11 to Thursday, February 13, 2020

### Opening hours visitors:

Tuesday to Thursday 09:30 – 18:00

### Opening hours exhibitors:

Tuesday to Thursday 08:00 – 19:00

### Organizer and financing body:

Messe München GmbH

Messegelände

81823 München

Germany

Tel. +49 89 949-20131

Fax +49 89 949-20059

projektleitung@digital-bau.com

www.digital-bau.com

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

### B 1 Application

Applications should be filed online at [www.digital-bau.com](http://www.digital-bau.com) and to be submitted to Messe München GmbH duly completed and signed by a legally authorized representative as soon as possible.

Start of space allocation is Monday, July 1, 2019.

### B 2 Eligibility

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

All exhibits must correspond to the product index of the respective trade fair. Objects other than those admitted must not be exhibited. The Messe München GmbH exhibition organizer has the final decision on admission.

### B 3 Participation fee (cf. A 7)

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

The minimum stand size for individual exhibitors is 12 m<sup>2</sup>

<b>Row stand</b>	as of 12 m <sup>2</sup> (1 side open)	<b>EUR 225</b>
<b>Corner stand</b>	as of 12 m <sup>2</sup> (2 sides open)	<b>EUR 236</b>
<b>End stand</b>	as of 20 m <sup>2</sup> (3 sides open)	<b>EUR 256</b>
<b>Island stand</b>	as of 30 m <sup>2</sup> (4 sides open)	<b>EUR 267</b>

Fully fitted package stand (MEPLAN)

Stand size options:

Package corner stand	12 m <sup>2</sup> , 15 m <sup>2</sup> , 21 m <sup>2</sup>	as of <b>EUR 6,080</b>
Package row stand	12 m <sup>2</sup> , 15 m <sup>2</sup> , 21 m <sup>2</sup>	as of <b>EUR 5,710</b>

A list of fittings and services included in the package stand is provided in the stand package registration form (MEPLAN).

Two-story stand construction

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

The participation fee covers the stand space rental and moreover comprises extensive services provided by Messe München GmbH, which include in particular: advice on stand planning, advice on the technical conditions and requirements on site regarding stand design, advice on setting up and dismantling the stand, concept and public relations work for the fair, visitor marketing and visitor acquisition for the fair, press conferences, presentations and exhibitor evenings, insofar as these are organized by Messe München GmbH, the preparation and implementation of forums and special shows, insofar as these are organized by Messe München GmbH or third parties on behalf of Messe München GmbH, the provision of exhibitor passes for authorized persons in accordance with clause B 11 "Exhibitor passes," the lighting, heating and air-conditioning of all the exhibition spaces, basic guard service for the event site, regular cleaning of general areas, the provision of loudspeaker systems used for informing visitors to the fair, and other visitor information systems including signage, the provision of visitor lounges, meeting rooms and catering facilities for exhibitors, visitors and the press within the exhibition premises, the deployment of first-aid operatives as well as traffic routing to and within the event site.

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## Cont. B 3 Participation fee (cf. A 7)

### Mandatory communication fee

Exhibitors will be charged a mandatory communication fee amounting to **EUR 450**. This fee includes the basic entry in the catalog (cf. B 10 Media services), the basic entry in the visitor guide plus one electronic press compartment, and other communication services as set out in provision B 10 "Media services." Exhibitors can book other entries in the respective advertising media for extra charges. Prices for the additional listing and promotion opportunities are given on the respective order forms, which will be sent to exhibitors by the media services partner contracted by Messe München GmbH.

### AUMA charge

The German Council of Trade Fairs and Exhibitions (AUMA) levies all exhibitors a charge of **EUR 0.60/m<sup>2</sup>** of rented exhibition space. This amount is charged by Messe München GmbH and transferred directly to AUMA.

### Fixed waste-disposal fee

The mandatory, flat-rate waste disposal fee in the amount of **EUR 7.50/m<sup>2</sup>** is to cover the disposal of all waste generated at the exhibitor's booth during setup and dismantling and throughout the duration of the trade fair. The disposal of production waste, entire stand elements and complete exhibition stands is not covered by this fee.

## B 4 Co-exhibitors

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

Co-exhibitors must be registered by the main exhibitor on a separate form.

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

For each co-exhibitor without Messe München GmbH admission Messe München GmbH is entitled to demand a penalty charge of **EUR 700** from the exhibitor. Furthermore, Messe München GmbH may demand that co-exhibitors without Messe München GmbH admission vacate the stand. Should the exhibitor fail to comply with Messe München GmbH's vacation demand without delay, Messe München GmbH has the right of extraordinary cancellation in respect of the contractual relationship between Messe München GmbH and the exhibitor.

## B 5 Terms of payment (cf. A 7)

The amounts invoiced in all invoices issued by Messe München GmbH in connection with the event are to be transferred in euros, without deductions and free of all charges to one of the accounts specified in the respective

invoice, indicating the customer number. The times of payment specified in the invoices are binding and are to be complied with.

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

### Setup

as of February 9, 2020, 07:00 through February 10, 2020, 18:00

Truck deliveries during stand setup:

Trucks as of 3.6 t should drive in via parking P22 of the Koelnmesse. Following registration, trucks may use gate A for access to the grounds. Detailed information will be provided in the traffic guide.

On the last day of setup, February 10, 2020, all delivery and stand-construction vehicles must be removed from the halls and the outdoor exhibition area by 20:00 at the latest. Vehicles which are still in the halls or the outdoor exhibition area after this time will be removed by Koelnmesse at the risk and expense of the respective exhibitor. Furbishing work and decoration in the exhibitor's own stand space is possible until 22:00.

An extension of the setup time is permissible only in exceptional cases and with the prior written consent of Messe München GmbH.

### Dismantling

as of February 13, 2020, 18:00 through February 14, 2020, 18:00

Access to the fairgrounds for stand construction firms and delivery vehicles on February 13, 2020 no earlier than 18:00.

An extension of the dismantling time is unfortunately not possible.

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### B 7 Stand design and equipment

Stand construction, stand design and equipment must be in compliance with the Technical Guidelines of Koelnmesse.

Stand designs for two-story constructions, for stands larger than **100 m<sup>2</sup>** or stand structures exceeding **3 m** in height, stands with a stand covering or special stand constructions require prior authorization. Dimensioned drawings including floor plans and elevations on a scale of 1:100 must be submitted in duplicate to Messe München GmbH for approval no later than December 1, 2019.

#### Halls, general

One-story construction

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

Two-story construction

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

In addition, the maximum construction height (clearance) alongside the hall walls must be observed (see description of halls and outdoor exhibition grounds).

The partition walls facing the neighboring stand must be kept white, neutral, free of installations and clean above a height of **2.50 m**. It is recommended that exhibitors install partition walls (height **2.50 m**) as demarcation to neighboring stands. Messe München GmbH supplies partition walls only at the request and expense of the exhibitor. Partition walls or additional cabin walls (height **2.50 m**) can be ordered in the Exhibitor Shop (WEYBsite). In the case of advertising structures directly facing adjoining stands, there must be a minimum distance of **2 m** to the stand perimeters. Flashing or changing lights must not be used for advertising purposes. The stand design must be adapted to suit the type of rented stand (row, corner, end, island stand), e.g. by partition wall systems. All open booth sides (e.g. on island or corner stands) are to be designed in a predominantly open style (at least 50% of the given side open and accessible). The exhibition stand should also meet the character of the respective trade fair to preserve the visual identity of the event. Messe München GmbH is entitled to demand changes in stand design on this account.

#### Planning permission

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

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

Any stand concepts in non-compliance with the aforementioned requirements are to be submitted in duplicate for approval to Messe München GmbH in consultation with Koelnmesse GmbH, containing to-scale stand design plans (ground plan, elevations and sectional drawings) no later than 6 weeks prior to official setup date. If items are to be suspended from the hall ceiling, the work involved must be carried out by Koelnmesse GmbH's contractors. The placing of motor vehicles of any kind on the stand area for exhibition or decorative purposes is prohibited and is permissible only in exceptional cases on the prior written consent of the Exhibition Management. Moreover, multi-story stands and special constructions (such as bridges, stairs, cantilever roofs, galleries, etc.) are as a general rule subject to separate approval. **Please note under all circumstances the requirements set out in the Technical Guidelines and the information included in the individual notices.**

### B 8 Technical installations

The technical services designated accordingly in the Technical Guidelines such as the provision of installations to supply the stand with electricity and water can be ordered only via the Exhibitor Shop (WEYBsite). Wired telecommunications equipment may only be provided by Koelnmesse. To connect his

own stand area, the exhibitor may operate his own wireless LAN network at his stand after prior written approval from Koelnmesse; the specifications of Koelnmesse are to be complied with.

### B 9 Sales regulations

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

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

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### B 10 Media services

The basic entry covers the company name, address, contact details (phone, fax number, e-mail and internet address), social media buttons, an online product description (1,500 characters including image), hall and stand number, as well as one entry in the product directory. It will be invoiced by Messe München (cf. B 3 Mandatory communication fee). Phone, fax, mobile phone and e-mail address require the explicit final approval and consent by the exhibitor, as it may potentially be personal data; otherwise this information may not be published. Exhibitors can book additional listings, e.g. in the product directory and other presentation opportunities in these communication media in a separate order process. The booking option will be made available to applicants in good time by the media service partner commissioned, who handles these extra listings with the applicant in his own name and on his own account. Messe München GmbH assumes no responsibility for the accuracy and completeness of these media entries.

The exhibitor is solely responsible for the permissibility under law—and particularly the law on competition—of entries placed in the trade-fair media of Messe München GmbH at the instigation of the exhibitor. Should third parties

assert claims against Messe München GmbH on account of the impermissibility of the entries under law in general or the law on competition, the placer of the entries shall hold Messe München GmbH fully safeguarded against all claims asserted including all costs of any necessary legal defense on the part of Messe München GmbH. The same applies to entries from exhibitors, co-exhibitors and exhibitors on joint stands that the respective exhibitor has arranged in the Messe München GmbH exhibitor catalog.

The official media services partner for this trade fair is:

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

### B 11 Exhibitor passes

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

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

Orders for additional exhibitor passes are subject to a charge. Exhibitor passes are intended for stand staff only and may not be passed on to third parties. In case of abuse, Messe München GmbH is entitled to withdraw the exhibitor pass.

Adding co-exhibitors does not increase the number of free exhibitor passes.

The exhibitor pass does NOT entitle the holder to free use of local public transport (ÖPNV).

### B 12 Photo, film and video shooting (cf. A 10)

The approval of Messe München GmbH is required for professional film and photo shoots of your own stand during the exhibition. The commissioned photographer may enter the site following such approval.

During stand setup, a special approval by Messe München GmbH is required for professional film and photo shoots of your own stand. In addition, a security guard must be assigned to accompany the photographer. The cost shall be borne by the commissioning party.

### B 13 Evening events

Evening events on February 11 and 12, 2020 will be exclusively organized by Messe München GmbH. Evening events organized by exhibitors at their own exhibition stand are not permitted during the entire period of the trade show.

### B 14 Alterations

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

Status: April 2019