

## Special Terms of Participation (B)

The General Terms and Conditions of Participation A and the Technical Guidelines of Messe München GmbH shall apply, insofar as the present Special Terms of Participation do not contain any provisions in derogation thereof. Messe München GmbH's Covid-19 prevention and hygiene measures also apply.

### Duration:

Tuesday, 4 to Thursday, July 6, 2023

### Opening hours visitors:

Tuesday to Wednesday 09:00 – 18:00  
Thursday 09:00 – 16:30

### Opening hours exhibitors

Tuesday to Wednesday 07:30 – 19:00  
Thursday 07:30 – End of dismantling

### Organizer and financing body:

Messe München GmbH  
Am Messesee 2  
81829 München  
Germany

Tel. +49 89 949-11588  
exhibition-management@digital-bau.com  
www.digital-bau.com

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

### B 1 Application

The application is to be submitted online at [www.digital-bau.com/en/exhibitors/become-an-exhibitor](http://www.digital-bau.com/en/exhibitors/become-an-exhibitor)

Start of space allocation November 2022.

### B 2 Eligibility

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

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

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

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

#### In the hall

The minimum stand size is 9 m<sup>2</sup>

<b>Row stand</b> (1 side open)	<b>EUR 240</b>
<b>Corner stand</b> (2 sides open)	<b>EUR 255</b>
<b>End stand</b> (3 sides open)	<b>EUR 277</b>
<b>Island stand</b> (4 sides open)	<b>EUR 287</b>

#### digitalBAU Full-Service Package easy **EUR 7,900**

The Full-Service package includes:

- 9 m<sup>2</sup> stand area
- stand construction incl. set-up and dismantling, carpet, 1 x bar table, 2 x bar stool, 2 x LED spotlight, 1 x triple socket, 1 x distribution base, 1 x digital printing on foil for logo panel (approx. 100 cm x 42 cm), 1 x panel top 1/3 frame height with two shelves
- two free exhibitor passes
- electrical connection and power consumption (3 kW, 230 V/50 Hz)
- daily cleaning and waste disposal (waste-disposal fee included)
- basic entry in the digitalBAU conference & networking online exhibitor directory (mandatory communication fee included)
- AUMA charge included
- energy cost surcharge included

**Note:** Further services, such as graphic printing and WLAN, can be booked individually.

#### digitalBAU Start-Up Stand **EUR 2,900**

Eligible for the "digitalBAU Start-Up" package are young innovative companies featuring new product or process developments. They should be in existence for less than seven years, legally independent and have fewer than 50 employees.

The Start-Up Package includes:

- 6 m<sup>2</sup> stand area
- stand construction, incl. set-up and dismantling, carpet, 1 x bar table, 2 x bar stools, 2 x LED spotlights, 1 x triple socket, 1 x brochure holder, 1 x digital print on foil for logo panel (100 cm x 42 cm)
- two free exhibitor passes
- electrical connection and power consumption (3 kW, 230 V/50 Hz)
- WLAN
- daily cleaning and waste disposal (waste-disposal fee included)
- basic entry in the digitalBAU conference & networking online exhibitor directory (mandatory communication fee included)
- AUMA charge included
- energy cost surcharge included

**Note:** Further services can be booked individually.

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

#### Two-story stand construction

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

The participation fee covers the stand space rental and moreover comprises extensive services provided by Messe München GmbH, which include in particular: advice on stand planning, advice on the technical conditions and requirements on site regarding stand design, advice on setting up and dismantling the stand, concept and public relations work for the fair, visitor marketing and visitor acquisition for the fair, preparation and organization of trade-fair related opening events, press conferences, presentations and exhibitor evenings, insofar as these are organized by Messe München GmbH, the preparation and implementation of forums and special shows, insofar as these are organized by Messe München GmbH or third parties on behalf of Messe München GmbH, the provision of exhibitor passes for authorized persons in accordance with clause B 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.

#### Mandatory communication fee

Exhibitors will be charged a communication fee for each of their stands amounting to **EUR 750**. This fee includes the basic entry in the catalog (online and, if applicable, mobile, cf. 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.

#### Advance payment

The advance payment for exhibitor services ("Advance payment," cf. A 7) is **EUR 25/m<sup>2</sup>** of rented exhibition space.

#### 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.

#### Energy cost surcharge

An energy cost surcharge of **EUR 5/m<sup>2</sup>** of rented exhibition space will be charged. In principle, the participation fee includes the costs for lighting, heating and air conditioning of all exhibition spaces. Due to the recent sharp rise in energy prices, Messe München GmbH is forced to charge this energy cost surcharge in addition.

### 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. Admission can only be granted if the co-exhibitor would also be eligible as an exhibitor. However, a mandatory communication fee in the amount of **EUR 750** 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 10).

All co-exhibitors must be registered by the main exhibitor. The application is to be submitted online via a link in the confirmation of the main exhibitor registration.

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

For each co-exhibitor without Messe München GmbH admission, Messe München GmbH is entitled to demand a penalty charge of **EUR 1,700** 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.

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

#### Setup

July 2, 2023, 07:00 to 23:00  
July 3, 2023, 07:00 to 18:00

Rental stands will be ready for occupation as of 12:00 on July 3, 2023.

On the last day of setup, July 3, 2023, all delivery and stand-construction vehicles must be removed from the halls and the outdoor exhibition area by 18:00 at the latest. Vehicles which are still in the halls or the outdoor exhibition area after this time will be removed by Messe München GmbH at the risk and expense of the respective exhibitor. Furbishing work and decoration in the exhibitor's own stand space is possible until 20:00.

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

#### Dismantling

July 6, 2023, 16:30 to July 7, 2023, 23:00

Access to the fairgrounds for stand construction firms and delivery vehicles on July 6, 2023 no earlier than 16:30.

An extension of the dismantling time is permissible only in exceptional cases and with the prior written consent of Messe München GmbH, Technical Exhibition Services Division.

### B 7 Stand design and equipment

Stand designs for two-story constructions, for stands larger than 100 m<sup>2</sup> or stand structures exceeding 3 m in height or with a stand covering require prior authorization. Dimensioned drawings including floor plans and elevations on a scale of 1:100 must be submitted to Messe München GmbH, Technical Exhibition Services Division for approval no later than 6 weeks before setup begins.

#### Halls, general

One-story construction

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

Two-story construction

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

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

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

#### Stand construction approval

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

- stand and 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's Technical Exhibition Services Division, containing to-scale stand design plans (ground plan, elevations and sectional drawings) no later than 8 weeks prior to official setup date. If items are to be suspended from the hall ceiling, the work involved must be carried out by Messe München GmbH's contractors. The placing of motor vehicles of any kind on the stand area for exhibition or decorative purposes is prohibited and is permissible only in exceptional cases on the prior written consent of the Exhibition Management. Moreover, multi-story stands and special constructions (such as bridges, stairs, cantilever roofs, galleries, etc.) are as a general rule subject to separate approval. Please consult the "Building Regulations" set out under "Leaflets—applications" in the Exhibitor Shop or further information. **Please note under all circumstances the requirements set out in the Technical Guidelines and the information included in the individual notices.** For further processing, the exhibitor service forms for ordering additional stand services will be made available to you online via our Exhibitor Shop in due time, or sent to you per e-mail.

### B 8 Technical installations

The technical services designated accordingly in the Technical Guidelines such as the provision of installations to supply the stand with electricity and water can be ordered only from Messe München GmbH. Wired telecommunications equipment may only be provided by Messe München GmbH; Deutsche

Telekom AG and other network operators are not authorized at the exhibition center. To connect his own stand area, the exhibitor may operate his own wireless LAN network at his stand after prior written approval from Messe München GmbH; the specifications of Messe München GmbH are to be complied with.

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### 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.

### B 10 Media services (catalog, internet, mobile)

The basic entry contains the company name, company logo in all online media, address and contact data, social media buttons (up to seven social media channels), combination package Link + E-mail, hall and stand information in the alphabetical exhibitor directory, a product group in the exhibitor directory by products, one "Who's Who" contact person, one target group and one product presentation (including image, text, PDF and video) (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 the exhibitor catalog (online and mobile).

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

The official media services partner for this trade fair is:

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

### B 11 Exhibitor passes (as Mobile or Print@home-Tickets)

The personalized exhibitor passes also show the first and last name of the ticket holder next to the company name. Ordering, shipping and invoicing of the exhibitor passes will be handled online.

Exhibitor passes can be ordered via the Exhibitor Shop of the digitalBAU conference & networking (expected to be available from spring 2023).

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

#### In the halls

up to **20 m<sup>2</sup>** of stand size  
as from **21 m<sup>2</sup>** for every further **10 m<sup>2</sup>**  
or part thereof

2 exhibitor passes  
1 exhibitor pass  
(in addition)

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

**Please note:** both free and fee-based tickets should be ordered via the Exhibitor Shop. The floor space of an upper story does not increase the number of free exhibitor passes.

Prices for exhibitor passes are listed in the Exhibitor Shop. 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. The number of exhibitor passes does not increase through the taking in of co-exhibitors.

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

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

For professional photo and film shots of the exhibitor's own stand during the running time of the fair, authorization is required from Messe München GmbH unless the exhibitor commissions persons who have already been admitted for this purpose and these possess a valid pass issued by Messe München GmbH. The exhibitor or the photographer commissioned receives the authorization at the security control center of Messe München GmbH, Administration

Building, access via Gate 1. For the authorization, a written order issued to the photographer is to be submitted. A fee of **EUR 50** is charged for the authorization.

The usage of drones during digitalBAU conference & networking 2023 is expressly prohibited at all times (setup, runtime, dismantling).

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### B 13 Stand parties

Stand parties on the exhibition stand require authorization by Messe München GmbH and must be notified no later than 3 weeks prior to the start of the fair. The events may only take place on July 5, 2023 and may not start before 18:00. The stand party must be finished by 22:00 at the latest. Until 22:30, the necessary clearing-up work may be undertaken on the stand area. By 23:00 at the latest, all persons must have left the fairgrounds. The exhibitor is responsible for ensuring that the attendees of his stand party do not access other trade fair booths or touch any exhibits located there. The exhibitor is to ensure that the attendees of his stand party follow the instructions of the safety and security

service employed by Messe München GmbH. The minimum scope of the safety and security services necessary is determined by Messe München GmbH. The exhibitor indemnifies and holds Messe München GmbH harmless in connection with the stand party.

The services provided by Messe München GmbH in connection with each stand party are charged to the exhibitor in the final invoice.

To ensure a smooth, uninterrupted event, we recommend that you consult with your booth neighbors of the planned party in advance.

### B 14 Deliveries

Consignments, letters and other mail to be delivered to the exhibitor's stand must carry the following details:

- Name of the event
- Hall C6
- Stand number of the exhibition stand
- Name of the exhibitor
- Messe München GmbH, driveway Gate 1/Expedition, digitalBAU/Name contact, Am Messesee 2, 81829 Munich, Germany

Messe München GmbH does not take delivery of consignments, letters and other mail intended for exhibitors or third parties. Exhibitors are advised not to deposit shipments or other objects unsecured in the hall or the outdoor exhibition area during setup and dismantling times.

Services with regard to the receipt and dispatch of consignments are offered by the authorized freight forwarders at the exhibition center.

### B 15 Noise, sound effects

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)** (see Technical Guidelines 4.7.7, 5.8.1, 5.11).

### B 16 Alterations

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

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

Status: October 2022