

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, 15 to Thursday, February 17, 2022

Opening hours visitors:

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

Opening hours exhibitors:

Tuesday to Thursday 08:00 – 19:00

Organizer and financing body:

Messe München GmbH
Messegelände
81823 München
Germany

Tel. +49 89 949-11588
Fax +49 89 949-20059
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. The application can also be filed via an application form, which can be requested from the exhibition organizer. It is to be submitted to Messe München GmbH fully completed and signed.

Start of space allocation is October 2020.

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 (cf. A 7)

The net participation fees per m² space are:

The minimum stand size for individual exhibitors is 12 m²

Row stand	as of 12 m ² (1 side open)	EUR 235
Corner stand	as of 12 m ² (2 sides open)	EUR 249
End stand	as of 20 m ² (3 sides open)	EUR 270
Island stand	as of 30 m ² (4 sides open)	EUR 280

Package stand corner "Straight MAX"

Stand size options:	12 m²	EUR 7,180
	15 m²	EUR 8,680
	21 m²	EUR 11,675

The stand package includes:

- shell scheme system stand (height 3 m) incl. setup and dismantling
- wall system (white)
- fascia panel 150 x 120 cm height, white
- carpet (incl. laying disposal and cover film during the construction phase)
- lighting (3 LED spots, approx. 80 W)
- 1 power plug (3 kW) incl. cabling to the main stream distributor and power consumption
- 1 table, 4 chairs (white)
- 1 information counter (locklabel with cable passage)
- 1 waste bin
- labeling area for company name (15 letters in black inclusive)
- 1 x 1 m cabin
- daily cleaning and waste disposal (includes waste-disposal fee)
- two exhibitor passes
- listing at online exhibitor catalog (incl. mandatory communication fee)
- AUMA charge included
- placement of company logo on digital advertising space at entrance area

digitalBAU Start-Up Stand

EUR 2,500

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 10 years, legally independent and have fewer than 50 employees.

The Start-Up Package includes:

- Workspace (approx. 6 m²)
- two exhibitor passes
- technical services (WLAN, power plug)
- logo graphic print at workspace
- daily cleaning and waste disposal (includes waste-disposal fee)
- listing at online exhibitor catalog (incl. mandatory communication fee)
- AUMA charge included
- media services: marketing-, press- and social-media-campaign
- placement of company logo on digital advertising space at entrance area

digitalBAU Satellite-Stand

EUR 3,000

In addition to your main exhibition stand you can book a Satellite-Stand in any other hall or subject area.

This offer can only be booked in combination with a main stand.

The Satellite-Stand includes:

- Standing table including chair
- one free exhibitor pass
- power connection incl. power consumption
- logo graphic print
- daily cleaning and waste disposal (includes waste-disposal fee)
- AUMA charge included
- one shelf

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Cont. B 3 Participation fee (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 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 550**. 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.

AUMA charge

The German Council of Trade Fairs and Exhibitions (AUMA) levies all exhibitors a charge of **EUR 0.60/m²** 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/m²** 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. 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 550** 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). A **EUR 450** fee for marketing services will be also charged. The marketing fee for co-exhibitors includes the digital advertising of the company logo including stand number in the West Entrance area and in the hall crossings. The company logo will be shown repeatedly on screens for approx. 20 seconds during the regular visitor opening times for the entire duration of the exhibition (3 days).

The actual logos of the company have to be sent to the responsible project group (projektleitung@digital-bau.com) 10 weeks before the start of the exhibition, otherwise the representation of the company logo is not guaranteed.

All co-exhibitors must be registered by the main exhibitor. The application is to be submitted online at www.digital-bau.com. The application can also be filed via an application form, which can be requested from the exhibition organizer. It is to be submitted to Messe München GmbH fully completed and signed.

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

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

Setup

February 12 to 13, 2022, from 07:00–22:00
February 14, 2022, 07:00–18:00 (constructive) /20:00 (decorative)

On the last day of setup, February 14, 2022, all delivery and stand-construction vehicles must be removed from the exhibition grounds by 20:00 at the latest. Vehicles which are still on the exhibition grounds 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

February 17, 2022, 16:30–24:00
February 18, 2022, 07:00–18:00

Access to the exhibition grounds for stand construction firms and delivery vehicles on February 17, 2022 no earlier than 16:30.

An extension of the dismantling time is unfortunately not possible.

B 7 Stand design and equipment

Stand designs for two-story constructions, for stands larger than **100 m²** 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 in duplicate 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 in Halls 4.2 and 5.2 is **5 m**. The maximum advertising height (upper edge) is **5 m**. The maximum construction height in Hall 1 is **7.50 m**. The maximum advertising height (upper edge) is **7.50 m**.

Two-story construction

The maximum construction height in Hall 1 is **7.50 m**. The maximum advertising height (upper edge) is **7.50 m**.

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. Every open side of the stand must be designed largely open (at least 50% of the open stand side). 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 Koelnmesse GmbH's Technical Guidelines as well as Messe München GmbH's General Terms of Participation. No approval of plans 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 m²**
- 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 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 of Koelnmesse GmbH 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.

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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

The basic entry covers the company name, country, hall and stand number as well as one entry in the product directory. Additional in the basic entry included is one product picture, three target groups, social media buttons, a combination package with link and e-mail (online), as well as an entry in "Who-Is-Who" with one contact person including contact details and picture (online). The basic entry will be invoiced by Messe München GmbH (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/or mobile).

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

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

up to 20 m² of stand size	2 exhibitor passes
as from 21 m² for every further 10 m² or part thereof	1 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.

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

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

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 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. A written order issued to the photographer is required for permission. A fee of **EUR 50** is charged for the approval.

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B 13 Stand parties

Evening events on the exhibition stand require authorization by Messe München GmbH and must be notified by January 7, 2022 at the latest. Events on February 15 and 16, 2022 each may start no earlier than 18:00 and must end no later than 22:00. 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 exhibition grounds. The exhibitor is responsible for ensuring that the attendees of his stand party do not access other trade fair booths or touch any exhibits located there. The exhibitor is to ensure that the attendees of his stand party follow the instructions of the safety and security service employed by

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

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

To ensure a smooth, uninterrupted event, we recommend that you consult with your booth neighbors of the planned party in advance. Please note that the volume of musical renditions on the stand may not exceed **70 dB (A)**.

B 14 Events

For fashion shows and events planned at the stand, notification in writing is to be made to Messe München's Exhibition Management responsible for the trade fair in good time. Special regulations apply to stand parties (see B 13 Stand parties).

B 15 Alterations

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

Status: September 2020