



MESSE  
MÜNCHEN



# Order Forms for Exhibitor Services 2023

**Closing date for applications: January 10, 2023**

Messe München GmbH  
Messegelände  
81823 München, Germany

**Stand setup and dismantling times:**

The dates for setting up and dismantling will be fixed together with the organizer and may also be requested from the Technical Exhibition Services Division before the beginning of the event.

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

Technical Organization and Coordination  
Technical Exhibition Services – Department TAS 1  
Tel. +49 89 949-21164  
TAS1@messe-muenchen.de

All setup work will be carried out by the Technical Exhibition Service of Messe München GmbH and by its contracting firms.

Please submit your order forms and sketches immediately—six weeks before the start of the official setup at the latest. Messe München GmbH reserves the right to charge an additional fee for late orders.

## ■ Stand setup and dismantling

The dates for setting up and dismantling will be fixed together with the organizer and may also be requested from the Technical Exhibition Services Division before the beginning of the event.

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

Unless explicitly stated otherwise by the organizer, the following general terms and conditions regarding stand construction shall apply:

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

Single-story stands:

The maximum construction height is 6 m. The maximum height of advertisements (upper edge) is also 6 m.

Two-story stand construction:

The maximum construction height is 7.5 m. The maximum height of advertisements (upper edge) is also 7.5 m. 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.

No planning permission from Messe München GmbH is required given compliance with the following conditions:

- height of stand and/or advertising structures no more than 3 m
- size of stand less than 100 m<sup>2</sup>
- no canopies or other stand coverings.

Such stand concepts as deviate from the above-mentioned requirements must be submitted for approval to Messe München GmbH's Technical Exhibition Service, containing to-scale stand design plans (ground layouts, elevations and sectional drawings) no later than six weeks prior to the official start of the stand setup period (by e-mail, as pdf-files or by mail). If items are to be suspended from the hall ceiling, the work involved must be carried out by Messe München GmbH's contractors. The same applies for any painting, papering and gluing work. Nails may be inserted only in the built-in nailing battens. The use of staple guns is strictly forbidden for safety reasons. 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 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.**

### c) Fire regulations

In the case of one-story structures, stand covers or canopies < 30 m<sup>2</sup> may be used after consultation with the Technical Exhibition Service. 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 Technical Exhibition Service 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 Technical Exhibition Service.

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 Technical Exhibition Service.

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 Technical Exhibition Service 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 Guidelines on Electrical Installation in 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 Messe München GmbH.

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

Radio systems must accordingly have an appropriate frequency spacing with regard to the frequencies/applications already in use on the exhibition grounds. A radio frequency plan of the Munich Exhibition Center can be obtained on request from the Technical Exhibition Service.

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 5,000.00 for the employee and EUR 250,000.00 for the employer. Approval must be obtained from the responsible authority for work on Sundays or bank holidays and for night work.

### ■ 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 setup 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 setup 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 100.00, 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 100.00 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 Technical Exhibition Service.

**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 89 949-20720 or at [info@messe-muenchen.de](mailto:info@messe-muenchen.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

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VAT no.

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Street / P.O. Box

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Country / Town / Postcode

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Hall / Stand no.

Outdoor exhibition area / Block

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Contact

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E-mail

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Tel. with area code and ext.

Fax with area code and ext.