








BOOTH REQUESTS

We need an exhibition space of _____ m width and _____ m depth.

- row booth:** 1 side open, € 76 per sqm 
- corner booth:** 2 sides open, € 83 per sqm 
- peninsula booth:** 3 sides open, € 89 per sqm 
- island booth:** 4 sides open, € 99 per sqm 

As from 100 sqm exhibition space only with approved exhibition stand layout. In the case of two-floor stand construction, the price of the 2nd floor is calculated at 50% of the respective price per square meter of the ground floor area.

- We have our own stand and do not need any additional walls.**
- We do not have our own stand and need:**
- rear wall and 2 side walls 
- rear wall and 1 side wall 
- rear wall only 

Additional notes _____

IMPORTANT

- Flooring has to be provided for every booth. Rear walls – if required – are included in the price.
- From a stand height beyond 2.50 meters a written permit has to be requested from the exhibition management.
- FIRE SAFETY:** Vehicles and containers as exhibits in the halls are subject to approval. Mobile exhibits (show trucks, busses, trailers etc.) which form one continuous roofed area bigger than 30 sqm have to be equipped with a sprinkler system. Also areas with space between are considered one single area, unless the space between is wide enough to comply with fire protection regulations. Possible fire load such as packaging must be removed. The tank content of the vehicles must be reduced to a minimum (reserve light must be shown when checked).

TOURISM AREA

Ready-made booths including carpet, lettering, lighting, plastic-coated white partitions, without furnishing. Furnishing can be ordered separately at an extra cost via the forms of the technical documents.

Costs for these 'complete packages' (without furnishing)

- 2 x 2 m: € 410
- 4 x 2 m: € 820
- 3 x 3 m: € 922
- 3 x 2 m: € 615
- 4 x 3 m: € 1,229

You can organize the furniture yourself and/or bring it with you. Of course, it can also be ordered from an external service provider - we will send you the relevant documents by email. Ready-made corner booth: 25% surcharge, further sizes on request. Stand sizes may vary during the planning phase – depending on the planning situation. For the mandatory entry in the list for the media flat rate a fee of € 100,- exclusive of VAT is charged per exhibitor. The media flat rate includes radio/print/poster advertising, social media advertising/contributions, press work, company entries in online and print directories and online banners.

ENERGY COST SURCHARGE AND WASTE DISPOSAL FLAT RATE

In principle, the participation fee includes the costs for lighting, heating and air conditioning of the exhibition premises. Due to the recent sharp rise in energy and waste disposal prices, Messe München will charge a surcharge for energy costs and a flat rate waste disposal fee in deviation from the IMOT Conditions of Participation. Therefore, we are unfortunately forced to charge additional fees of € 1.50/ sqm for energy costs and € 3.00 sqm for waste disposal. They will be settled via the familiar IMOT payment process.

SET-UP AND BREAKDOWN

Set-up: 14.02.2024 from 7.30 a.m. to 10 p.m., 15.02.2024 from 7.30 a.m. to 8 p.m.

Breakdown: 18.02.2024 after closing to 19.02.2024, 6 p.m. Please follow the IMOT terms and conditions during dismantling.

All delivery-vehicles must be removed from the halls and the outdoor exhibition area by 6 p.m. on 15.02.2024. Vehicles still in the halls or outdoor exhibition area after the aforementioned times will be removed by Messe München GmbH.

Decorative set up on the exhibitor's own stand area is possible until 8 p.m.

OPENING HOURS

Visitors: Friday to Sunday from 10 a.m. to 6 p.m.

Exhibitors: Friday and Saturday from 8 a.m. to 7 p.m. and Sunday from 8 a.m. to the end of dismantling

PLEASE NOTE

Co-exhibitors which are not included in this contract by the exhibitor or not officially approved by the organizer have to clear the stand on request and leave the exhibition. Hired stands which are not engaged during the exhibition will be decorated at the exhibitors cost; additional charge is € 90,- per sqm exclusive of VAT.

COMPANYNAMES of co-exhibitors displaying at the booth

PRODUCTS EXHIBITED with motorcycles brand / model

_____	_____
_____	_____
_____	_____

ADDRESS ENTRIES FOR EXHIBITORS AND CO-EXHIBITORS

(subject to registration!) for the exhibitor directory (included in compulsory entry media flat rate € 100,-)

Company _____

Street _____

ZIP / City _____

Website _____

Company _____

Street _____

ZIP / City _____

Website _____

Drinks and food will be served

- with charges, subject to approval
- free of charge

Performances will be shown

- yes
- no

Short description of the performance _____

LET'S CONNECT ON SOCIAL MEDIA

Facebook _____ Instagram _____

IMPORTANT

- All additional services need to be booked via the technical documents available for download at www.imot.de/ausstellerinfos as of end of November 2023.
- The general and specific exhibition terms and conditions are accepted as a part of this contract and are legally binding. In case the exhibitor is a registered trader or legal entity under public law, the registered office of the organizer is the place of performance and place of jurisdiction.
- **The contract will not be valid until you receive an invoice and/or confirmation for your trade booth area.**
- The stand rent is payable when signing the exhibition contract. All amounts invoiced for the IMOT 2023 have to be transferred strictly net according to the due date for payment as stated on the invoice. Payment made by direct debit is no longer possible.

Date and place

Signature and exhibitor's company stamp

IMOT CONDITIONS OF PARTICIPATION

Special fair and exhibition terms and conditions

1. Project management / implementation:

IMOT Messe- und Veranstaltungen GmbH
Jahnstraße 63, 72127 Kusterdingen, Germany
Phone +49 (0) 7071 156-91
E-Mail info@imot.de

2. Venue

The IMOT 2023 will take place in Halls C5 and C6 of Messe München, Messegelände, 81823 Munich, Germany.

3. Dates and opening hours

The IMOT 2024 will be open every day from 16 to 18 February 2024: for exhibitors on Friday and Saturday from 8 a.m. to 7 p.m. and on Sunday from 8 a.m. to the end of break-down (longer stays are only possible with special permission from the exhibition management) and for visitors from Friday to Sunday from 10 a.m. to 6 p.m.. IMOT GmbH has the right to postpone the date of the trade fair and to change the duration of the trade fair and the opening hours without the exhibitor being able to derive a right of withdrawal or compensation from this circumstance.

From the first day of set-up and during the event, there will be a hall attendant in each hall during the night. This person is responsible for the general security of the hall, not for guarding the individual exhibition booths. Booth guards for individual booths can be requested according to the information in the Technical Documentation. In the event of theft, the booth guard ordered by the exhibitor according to the information in the Technical Documents is crucial for insurance coverage. There is no insurance coverage associated with the general security guard provided. The same applies during set-up and breakdown; each exhibitor is responsible for their own booth.

4. Exhibition conditions

This exhibition contract is based on the special Conditions of Participation and regulations of IMOT, Messe München GmbH's General Exhibition Conditions and Messe München GmbH's House Rules. In addition, the statutory labour and trade regulations are incorporated into the Conditions of Participation. Please refer to the "Fire Protection Measures Leaflet" in the exhibitor order form booklet.

5. Registration

To register, use the enclosed form, which needs to be completed and signed with a legally binding signature and sent as a PDF file as soon as possible by e-mail to ausstellungsvertrag@imot.de.

Registration deadline: September 15, 2023

6. Approval

Exhibition management makes the decision regarding the approval of exhibitors and exhibits listed in the list of goods. The organiser is entitled to refuse registrations. The exclusion of competitors may be neither requested nor granted. Upon receipt of the invoice and/or booth confirmation by the exhibitor, the contract between the organiser and the exhibitor is concluded. The authorisation granted may be revoked if the conditions for granting it are not or are no longer met. This applies to matters that include the new requirements imposed by the Munich Fire Brigade as well as to implementation of a safety and hygiene plan with pandemic measures that only become known after the contract has been concluded. Booth spaces can be redefined by the project management in terms of both size and location. Exhibition of unreported or unapproved goods is not permitted. IMOT may deviate from the type, size and location of the exhibition space requested by the exhibitor, exclude certain exhibits from approval and attach conditions to approval. Reservations, conditions and special wishes of the applicant (such as with regard to placement, booth set-up and design) will only be taken into account if this has been expressly confirmed in the approval. Allocation of space is based on the needs and

capabilities of IMOT and on the industry classification to be made by IMOT at its own discretion, not on the order of receipt of the registrations.

Used goods may be neither brought to nor sold at the exhibition. At least 60% of the exhibited goods must belong to the exhibitor's current or future collection. IMOT exhibition management shall make decisions regarding exceptions.

Special approval conditions for trucks can be found in the exhibitor order form booklet. Trucks with more than 30 square metres of enclosed floor space must be equipped with a sprinkler system. During the event, material storage facilities (such as for packaging materials) may be set up neither at the location of the truck nor at the exhibition booth itself.

7. Booth rental

The rental prices are printed on the front of the registration form. The booth rental fee in Halls C5 and C6 includes rental of booth space for the duration of the exhibition and during the set-up and breakdown periods. In addition, refuse charges (€ 3.00/sqm of booth area) and required booth walls for row, corner and end booths are included. Each square metre or portion thereof shall be charged in full. Wall projections are part of the allocated booth space. The exhibitor is obliged to leave the booth area in a broom-clean condition at the end of the event. All prices are exclusive of the statutory value-added tax. The booth space price includes rental of the booth space and the following comprehensive services:

- Advisory service with regard to the local technical conditions and requirements to be taken into account when designing the booth.
- Advisory service for set-up and breakdown of the booth.
- Preparation and implementation of opening events and press conferences, provided these are organised by IMOT GmbH.
- Preparation and implementation of forums and special shows.
- Issuance of exhibitor badges entitling the holder to admission in accordance with item "9. Badges".
- Lighting in the halls as well as both heating and/or air conditioning of the exhibition halls/exhibition rooms.
- Basic security of the event site and other security services during the event.
- Presence of an emergency physician and paramedics during set-up and breakdown as well as during the event.
- Regular cleaning of the traffic areas.
- Signage on site as well as traffic management in Munich.

Energy cost surcharge and waste disposal flat rate

In principle, the participation fee includes the costs for lighting, heating and air conditioning of the exhibition premises. Due to the recent sharp rise in energy and waste disposal prices, Messe München will charge a surcharge for energy costs and a flat-rate waste disposal fee in deviation from the IMOT Conditions of Participation. Therefore, we are unfortunately forced to charge additional fees of 1.50 €/sqm for energy costs and 3.00 €/sqm for waste disposal. They will be settled via the familiar IMOT payment process.

8. Set-up and breakdown dates

Set-up dates:

Wednesday, 14/02/2024, from 7:30 a.m. to 10 p.m.
Thursday, 15/02/2024, from 7:30 a.m. to 8 p.m.

On the last day of set-up, 15 February 2024, all delivery and set-up vehicles must be removed from the halls and the outdoor exhibition area by 6 pm. Vehicles still in the halls or outdoor exhibition areas after the aforementioned times will be removed by Messe München GmbH at the risk and expense of the respective exhibitor. Decorative set-up at your own booth area is possible until 8 pm. Early set-up is possible for a charge but only permitted with prior written consent of the exhibition management.

Breakdown dates:

Sunday, 18/02/2024 (after exhibition close), until 6 p.m.
on Monday, 19/02/2024 – unfortunately, extension of the breakdown period is not possible.

Entry/admission for breakdown companies/teams beginning at 7 pm. If exhibition goods or exhibits are removed or the booth is broken down before the end of the exhibition, IMOT GmbH may demand payment of a contractual penalty of € 500 from the exhibitor.

9. Badges

Each exhibitor receives free exhibitor badges after payment of the booth rental fee: **up to 12 square metres: 3 badges, up to 24 square metres: 5 badges, up to 50 square metres: 8 badges, up to 100 square metres: 15 badges, up to 150 square metres: 22 badges, up to 200 square metres: 25 badges, more than 200 square metres: 30 badges.** Pre-assembled booths in the tourist area receive two badges per pre-assembled booth. Exhibitor badges beyond the free quota can be obtained for a fee of €50.00 plus value-added tax. Exhibitor badges are not transferable. The exhibitor is liable for any damage that occurs if exhibitor badges fall into the hands of third parties, even if the exhibitor and the third parties are not at fault. Badges must be stored/held in such a way that they cannot be taken by third parties.

With the online guest cards we offer you the possibility to invite your customers. The actually redeemed guest cards we charge you after return with € 7.56 plus VAT. A sale of these guest cards is not permitted.

10. Booth set-up and breakdown

Set-up of the booths in the halls can begin on the first set-up day mentioned above. The booths must be fully set up and furnished by 6 pm on the day before the opening. On the last day of set-up, 15 February 2024, all delivery and set-up vehicles must be removed from the halls and the outdoor exhibition area by 6 pm. Vehicles still in the halls or outdoor exhibition areas after the aforementioned times will be removed by Messe München GmbH at the risk and expense of the exhibitor concerned. Decorative set-up at your own booth area is possible until 8 pm.

Unless put to another use, booths that are not occupied by this time will be configured at the exhibitor's expense. The defaulting exhibitor may claim neither damages nor reimbursement of the booth rental fee.

The set-up height on the longitudinal walls of the halls is 5.50 m. The construction height in the halls varies depending on the location. Building heights exceeding 2.50 m must be approved in advance by the Exhibition Management/MMG.

The sides of the booth facing neighbouring booths and above a structural height of 2.50 m must be kept neutral, white, clean and free of installation material. In the case of promotional media directly facing adjoining neighbours, a minimum distance of 2 m from the booth boundary must be maintained. Promotional displays may not be designed with flashing or alternating lights. The booth design concept is to be adapted to the rented booth type (block, head, corner, row booth) (such as by means of partition wall systems, height 2.50 m). In the event of deviations from these specifications, the planning of the booth must be coordinated with exhibition management in due time.

In case of booth set-up with the exhibitor's own booth system, the booth plans (floor plan and plan with height dimensions) must always be submitted for approval six weeks before the start of the exhibition. This means that there is to be no independent set-up of booths without approved plans.

PLAN APPROVAL

In general, each installer of an exhibition booth is responsible for its design, set-up and operation as well as for compliance with the regulations under public law, insofar as these regulations apply to exhibition booths. The booths are also to comply with the Technical Guidelines and the Conditions of Participation of IMOT GmbH. If the following requirements are met, plan approval by IMOT project management is not required:

- Booth and advertising height is a maximum of 3 m
- The size of the booth is less than 100 square metres
- No booth cover present

Booth concepts that deviate from the above specifications must be submitted to the IMOT exhibition management for approval at least six weeks prior to the official start of set-up, together with scaled booth design plans (floor plan, elevation and sectional drawings). In addition, multi-storey booths and special set-ups (such as bridges, stairs, cantilever roofs, galleries and so on) are generally subject to approval. You will find further important information on this in the exhibitor order form booklet "Leaflets – Registrations". Suspensions from the hall ceiling are always to be carried out by contractors authorised by Messe München GmbH.

A deposit of €100,00, which allows unloading in the delivery zone, will be required for each vehicle and trailer during set-up. The deposit will be refunded upon departure. **NOTE: If the permitted stay on the premises is exceeded, the deposit will be forfeited.** For all further information, please refer to the Traffic Guide. As of January 2024, we will make this available for download on our homepage and inform you about it by e-mail.

The security staff is responsible for allocation and scheduling of vehicles on site. The instructions must be followed exactly to ensure that everything runs smoothly.

11. Order placement

If it is not carried out by the exhibitor's own staff, trade work (such as the work of electricians and plumbers) can only be assigned to Messe München GmbH's (MMG) contractors as mediated by the trade fair/exhibition management.

12. Exhibitor directory

The organiser publishes an official list of exhibitors and goods. The flat media rate is € 100 net and includes radio, print and poster advertising, social media advertising/ posts, press work, company entries in online and print directories and online banner ads. Registration is required for paid entries in online and print directories. Online banners are also available. These are available for download at www.imot.de/ausstellerinfos.

13. Terms of payment

Once the exhibition space has been allocated, each exhibitor will receive an invoice for the space rental and the flat media rate (includes radio, print, poster advertising, social media posts/advertising, press work, company entries in all print and/or online directories, online banners for download) plus the statutory value-added tax. Invoices issued after 1 January of the event year are immediately payable net. Invoices are sent exclusively by e-mail.

14. Environmental protection, waste prevention and waste disposal

Reducing pollutants and recycling reusable materials from waste are among the top environmental policy goals of our society today. To help IMOT GmbH and Messe München GmbH achieve these goals, exhibitors are requested to use environmentally friendly and reusable materials for booth set-up and furnishing if at all possible.

In addition, the exhibitor or the booth set-up company commissioned by the exhibitor is obliged to only use liquids, substances and other materials that are absolutely essential for cleaning, operating and maintaining the exhibits and to make use of such substances in a professional and appropriate manner so that harmful effects on the environment can be prevented. Leftover and residual materials, including any auxiliary materials used (such as used rags that have been soaked in cleaning solution), must be disposed of properly by the exhibitor as hazardous waste.

The Technical Guidelines of Messe München GmbH, which will be made available to the exhibitor by the IMOT exhibition management, also apply. For each square metre occupied in halls C5 and C6, IMOT charges a € 3.00 fee for waste disposal, which is included in the booth rental fee.

15. Technical facilities

Requests for lighting and power supply, water supply and drainage, telecommunication ports and any other services can only be considered if they are received in due time on the forms provided by IMOT in the exhibitor order form booklet. These IMOT GmbH/Messe München GmbH forms provide the precise delivery conditions, deadlines and connection fees.

16. Promotions

Promotions at the booth must be reported to the exhibition management with statement of the type of promotion and the promotion participants (artists and so on). Such promotions are subject to approval as well as to all applicable pandemic measures and requirements.

17. Technical notes

Motorcycles and other vehicles on display in the halls are to have empty fuel tanks. It should be possible to lock the fuel tank caps. Tanks that cannot be locked can also be kept shut with other aids (such as adhesive tape) in such a way that they cannot be easily opened by unauthorised persons. In addition, one fire extinguisher is required per exhibitor with motorcycles or other vehicles. Rental and delivery of such extinguishers is available for a fee from Wania + Baarfuss GmbH & Co. KG.; orders can be placed using the exhibitor order form booklet.

18. Changes

IMOT GmbH reserves the right to make changes and additions that affect implementation and safety.

19. Newsletters

After the invoice and/or booth confirmation has been sent, exhibitors will be informed of further details regarding preparation and implementation by IMOT in e-mail newsletters.

20. Withdrawal

Exhibitors must apply to the organiser in writing in regard to any contractual withdrawal. Withdrawal is only legally binding if the organiser has provided its consent in writing. If an agreement between the exhibitor and the organiser is reached on withdrawal from the contract for participation in the trade fair more than 30 days before the start of the fair, the exhibitor is to pay 50 per cent of the agreed total amount to the organiser.

Any agreed withdrawal from the contract concluded for participation in the trade fair on a date that is less than 30 days before the start of the trade fair shall result in the obligation to pay the full amount for rental of the exhibition space and for other services of the organiser on the agreed due date.

Irrespective of the above conditions, the following shall apply in addition due to Covid, pandemic situations and force majeure:

If IMOT cannot be implemented due to ordinances, general decrees or administrative acts to combat or prevent the spread of the coronavirus or similar serious reasons of force majeure, there

shall be no breach of duty for which IMOT is responsible. In this case, the exhibitor is entitled to withdraw from the contract, and the exhibitor shall not be entitled to compensation for any resulting damage they incur. In this case, any deposits made shall be refunded by the organiser.

If the exhibitor is unable to attend the agreed trade fair date due to official travel bans or quarantine orders due to Covid or similar global pandemics as defined by the WHO, the above shall also apply. If an official quarantine is ordered for the exhibitor due to Covid, the exhibitor must provide proof of this with a medical certificate to this effect.

21. Minimum wage/employee protection provisions

The exhibitor undertakes to comply with the provisions of Germany's Minimum Wage Act as well Germany's employee protection provisions.

22. Data protection/privacy provisions

You can view the data protection/privacy provisions of IMOT GmbH at <https://www.imot.de/datenschutz.html>.

23. Booth parties/"meet & greet" events

Booth parties after the end of the trade fair and "meet & greet" events during the trade fair must be registered and approved in advance by the organiser/exhibition management and operator and are subject to all pandemic measures and requirements.