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1. Preface

Messe München GmbH – MMG – operates on behalf and at the behest of MOC Verwaltungs-GmbH & Co. Immobilien KG, Vilshofener Straße 8, 81679 München, Germany, hereinafter termed “MOC KG”, the MOC Event and Order Centre, Lilienthalallee 40, 80939 München, Germany, hereinafter termed “MOC”. MMG has issued guidelines for the fairs and other events it holds in the MOC on both its own behalf and on the behalf of MOC KG with the aim of providing all exhibitors/organisers with optimum conditions for presenting their exhibits and addressing their visitors and other interested parties.

The Technical Guidelines are a constituent part of the contracts MMG concludes with its exhibitors, organisers, service companies, stand-building companies and other service providers. These exhibitors, organisers, service companies and other service providers undertake to ensure that all their contractual partners, who are active or merely present at the MOC, comply with these Technical Guidelines. MMG is entitled to demand that all persons active or merely present at the MOC comply with the Technical Guidelines. As far as fairs, exhibitions and other events run by an organiser other than MMG are concerned, the given organiser is, alongside MMG, entitled and obliged to demand of his customers and their contractual partners that they comply with the Technical Guidelines.

In the interests of the exhibitors at and visitors to the MOC, these Technical Guidelines include safety regulations that are intended to provide an optimum standard of safety where technical and stand construction considerations at the given event are concerned.

The regulations applicable to fire prevention, construction and other safety precautions have been agreed with the relevant offices of the Munich Department of Works in their function as the local authority responsible for construction and technical acceptance in respect of fairs and exhibitions.

MMG reserves the right to check compliance with these regulations and to take appropriate action should they be violated. The relevant statutory regulations applying at the given time must also be observed.

For safety and stand construction purposes, MMG is entitled to impose requirements above and beyond those stipulated in these Technical Guidelines.

The Technical Order Form Booklet with the order forms for services is despatched in good time. The order forms are to be completed and returned in accordance with the deadlines set out in the Technical Order Form Booklet.

Orders only become valid if they are accepted. Acceptance may be given tacitly, i.e. by means of provision of the service ordered. Exhibitors are not entitled to acceptance of their orders unless the law gives rise to such an entitlement. Acceptance of an order can be refused, particularly in cases where the exhibitor/organiser concerned has not fulfilled his financial obligations vis-à-vis MMG, e.g. those outstanding from previous events. In addition, MMG reserves the right to charge a supplement on the stand fees in accordance with the details shown in the Technical Order Form Booklet for any orders received after the deadline.

After stand space has been allocated, circulars will be sent to the exhibitors informing them of further details concerning the preparation and organisation of the fair.

These Technical Guidelines have been agreed by:

Deutsche Messe AG Hannover

Koelnmesse GmbH

Leipziger Messe GmbH

Messe Berlin GmbH

Messe Düsseldorf GmbH

Messe Frankfurt GmbH

Messe München GmbH

in order to formulate them with a common structure.

Moreover, MMG reserves the right to make any changes it deems necessary.

The German text is binding.

1.1. House rules

The MOC is private property. Messe München GmbH – MMG –, MOC Division, Lilienthalallee 40, 80939 München, Germany, tel. +49(0)89 3 23 53-0 operates the MOC on behalf and at the behest of MOC KG. MMG is entitled to render all event-related technical and other services in its own name and for its own account. MMG and the respective organiser exercise domiciliary rights.

The house and usage rules apply to all persons entering the MOC. The rules are clearly posted at the access points to the MOC.

1.2. Opening hours

1.2.1. Stand construction and dismantling times

During the general stand construction and dismantling periods, work can be done in the halls and open-air area between 7.30 am and 10 pm insofar as no other times have been specified for the given fair.

For general safety reasons in the MOC the halls and the MOC as a whole are closed outside these times. An extension to these times is only possible in exceptional circumstances and requires the written consent of the MOC Events Department.

1.2.2. Duration of the event

During the period of the actual event, the halls are opened one hour prior to the official opening time and closed one hour after the official closing time. MMG reserves the right to impose special arrangements in this respect. Exhibitors who need to work at their stands outside these times due to exceptional circumstances require the written consent of the MOC Events Department.

2. Traffic within the MOC, emergency routes, safety equipment

2.1. Road traffic regulations

The driving of any vehicle within the MOC is at the driver's own risk and only allowed with a special permit, valid entry authorisation or valid parking pass. During the event, the driving or parking of any vehicle within the MOC is strictly prohibited. MMG can however make exceptions and issue appropriate parking or entry permits. MMG is entitled to make its issue of parking or entry permits dependent on the payment of an appropriate charge.

The parking or entry permit is to be placed behind the windscreen of the given vehicle so that it is clearly visible. The regulations arising from the use of parking or entry permits require strict compliance. Parking or entry permits are to be returned at any time at the request of the MMG staff deployed for traffic control purposes or of the security personnel. Parking and/or entry permits are only valid for the vehicle for which they have been issued.

MMG is entitled to ask for a deposit in return for entry into the MOC and to limit the maximum length of stay. The deposit paid is forfeited if the maximum length of stay is exceeded. This ruling applies during the stand construction and dismantling periods as well as in cases where MMG has allowed the MOC to be accessed during the period of the actual event.

The German Road Traffic Regulations apply throughout the entire MOC and the exhibition car parks. A maximum speed limit of 10 km/h applies within the MOC. Pedestrians are to be given maximum consideration. No vehicles are allowed to access paths or green areas that have been cordoned off.

No vehicles are allowed to access the halls. Mobile homes and caravans may not be brought on to the MOC for accommodation purposes.

Vehicles are not allowed to stop under any circumstances throughout the entire MOC except in those areas designated accordingly. MMG reserves the right to remove at the expense and risk of the person responsible, driver or owner any vehicles, trailers, containers, skips or empty packaging left in no-stopping zones or otherwise illegally parked.

In addition, the provisions and access regulations set out in the Important Notes section of the Technical Order Form Booklet relevant to the given event apply, as do those stipulated in the Exhibitors' Traffic

Information that is distributed in good time prior to the event.

Particularly for the purposes of ensuring the smooth flow of traffic during the stand construction and dismantling periods as well as during the actual event, MMG is entitled to implement further-reaching traffic control measures that require the compliance of all those present in the MOC. MMG reserves the right to regulate above all the access of the exhibitors and/or their stand construction companies and other contractors to the individual stands.

In connection with fairs and exhibitions, it is advisable to make use of the full period allowed for stand construction as experience has shown the MOC to be excessively full on the last two stand construction days. No claims may be asserted against MMG if delays are incurred by exhibitors, their stand construction companies or other contractors due to the MOC being overcrowded or to measures implemented by MMG to control traffic within the area of the MOC and/or access to the stands.

2.2. Emergency routes

2.2.1. Fire service movement zones, fire hydrants

Access to fire service movement zones, emergency routes and safety zones designated accordingly may not be restricted during the stand construction and dismantling periods either by parked vehicles or by exhibits, construction materials, packaging, etc. blocking the way.

Vehicles and objects parked on or blocking fire service movement zones, emergency rescue routes or safety zones will be removed at the expense of the owner, driver or person responsible.

Hydrants in the halls may be neither obstructed nor made unrecognisable or inaccessible.

2.2.2. Emergency exits, escape hatches, hall aisles

All hall exits and aisles designated as such in the hall plans are to be kept clear over their full width. They serve as escape routes in emergencies and may therefore never be obstructed by objects left in the way or protruding. The doors along emergency exit routes must be easy to open from the inside over their full width. Exit doors, escape hatches and any signs indicating their position may not be obstructed, built over, blocked, covered or made unrecognisable in any other way or rendered inaccessible. Information stands, tables and other furnishings may only be located near entrances, exits and access to stairways if sufficient room is left between them.

Hall aisles defined as such may not be built on or over or affected in any way whatsoever. This also applies in cases where MMG has allowed the exhibitor to incorporate areas belonging to the hall aisle into its stand. Such areas are to be designed visually such that they are recognisable as belonging to a hall aisle.

2.3. Safety equipment

Sprinkler systems, fire alarms, fire extinguishing equipment, smoke detectors, closure devices for the hall entrances and other safety facilities, the signs indicating their position and the green emergency exit signs must be accessible and visible at all times; they may not be obstructed or blocked.

2.4. Stand numbering

All stands are equipped with number signs by the given organiser which may only be removed with the prior consent of the organiser.

2.5. Security

MMG and/or the security company commissioned by it to supervise the MOC is responsible for security at the entrances and in the halls. MMG offers no guarantee that the MOC will be supervised and monitored continuously. MMG is authorised to implement any measures it deems necessary for monitoring and supervision purposes.

Supervision of stands, the items on display and any other objects located on the stands is not the responsibility of MMG. Exhibitors are responsible for the security of their own stands and should organise it themselves as they see fit. However, only security guards from the company commissioned by MMG to supervise the MOC may be employed.

Exhibitors' attention is drawn explicitly to the fact that stand exhibits and other items on the stand are particularly at risk during the stand construction and dismantling periods. Items of value and/or those that can be easily removed should always be locked away at night.

2.6. Evacuation

The closure of rooms, buildings or halls and/or outdoor exhibition areas and their evacuation can be ordered by MMG for safety reasons, above all based on directives from the relevant authorities.

3. Technical data and features of the halls

3.1. Hall data

The halls offer the following gross display areas:

Hall 1 2,955 m²

Hall 2 2,758 m²

Hall 3 3,892 m²

Hall 4 4,165 m²

Hall gate dimensions

The halls cannot be accessed by vehicles. Each hall has 2 gates measuring 5.0m x 4.25 m via which goods can be delivered from the loading area.

Height of halls

All the halls have supporting pillars at intervals of 11.5 m x 11.5 m. They are all equipped with sprinkler systems.

The construction height is 4 m.

Suspension points are available in all halls. The maximum perpendicular load per suspension point is 25 kg (250 N).

Load-bearing capacity of the hall floors

The hall floors are made of mastic asphalt. The maximum permissible load-bearing capacity of the floors in all halls is 1.5 t/m² (15 kN/m²). A total truck weight of up to 18 t (180 kN) is allowed. The maximum permissible fork-lift load is 7.5 t (75 kN).

3.1.1. Normal lighting, type of current, voltage

The normal lighting in the halls is provided by MMG. The normal artificial lighting in the halls during the actual fair is approx. 350 lux measured 1 m above the floor.

Each hall is lit by artificial light. Halls 1, 3 and 4 are also lit by daylight.

Type of current and voltage available at the MOC:

Mains type: TN-S System

230 volt (+6 %/-10 %) 50 Hz alternating current

3 x 400 volt (+6 %/-10 %) 50 Hz three-phase current

3.1.2. Supply of electricity, water and compressed air

Electricity and water are supplied to the stands in the halls via the utility ducts in the hall floor. The utility ducts are located every 6 m x 12 m. They are fitted with covers measuring approx. 43 cm x 43 cm, Electricity supply 200 W/m²

Connection for water 1", waste water NW 100 located every 6 m x 12 m in the utility ducts.

Connection for sprinklers 50 DN, connection located every 6 m x 12 m in the utility ducts.

Compressed air is supplied via compressors at the exhibition area.

3.1.3. Communications equipment

Stand telephone, fax, data and antenna connections are available via connection points located in the hall ceilings.

3.1.4. Sprinkler systems

The halls are equipped with sprinkler systems.

(See Item 4.4.2 or 4.9.2 for information on sprinkler systems for covered stands)

3.1.5. Heating, ventilation

MMG provides for the general heating and ventilation of the halls.

All the halls are partially air-conditioned.

3.1.6. Faults

Any fault occurring in supply (in respect of e.g. electricity, water, compressed air, heating, ventilation, communications, etc.) must be reported immediately to the MOC Events Department.

MMG is not liable for any damage occurring as a result of faults due to fluctuations in supply or a force majeure or if the supply is interrupted on the instructions of the Municipal Fire Service or of the suppliers of the service concerned (electricity, water, energy).

3.2. Clearance heights

The clearance height of the gates in front of and behind the loading area is 4.25 m. The gates are 6 m wide. They are equipped with an induction loop. The entrance gates between the delivery zone and the loading area leading to the halls are 4.25 m high and 5 m wide.

4. Technical data and features of the atriums and showrooms

Atrium 3	1,285 gross m ²
Showrooms 1st floor	21 rooms with a total area of 2,165 gross m ²
Studios C/D	486 gross m ²
Atrium 4	1,285 gross m ²
Showrooms 1st floor	58 rooms with a total area of 4,967 gross m ²
Showrooms 2nd floor	61 rooms with a total area of 3,723 gross m ²
Studios E/F	436 gross m ²
Support structure:	steel glass construction, in part T-supports
Room height:	Atriums 3 and 4: approx. 9 m The maximum construction height the atriums amounts to 6 m insofar as the organiser has not set any restrictions. Direct consultation is necessary in this case. The inside area can accommodate construction widths of up to 10 m. Showrooms 1 st floor: 3.10 m up to lower edge of lighting (fluorescent lamps). Studios and showrooms 2 nd floor: 2.25 m up to lower edge of lighting (fluorescent lamps).
Load-bearing capacity:	floor loads of max. 500 kg / m ² Conveyance vehicle must be equipped with plastic or rubber wheels to prevent damage, metal wheels are prohibited.
Floors:	Atriums 3 and 4: marble floors in tile form Showrooms/Studios: unfinished floor base: cement screed on footfall and/or thermal insulation floor finish: carpeting, wheelchair resistant, extremely flame retardant Hallways: carpeting.
Ceilings:	Atriums 3 and 4: steel glass construction. Showrooms/Studios: suspended acoustic ceilings with integrated ventilation and extraction.
Walls:	walls between the showrooms and hallway walls made of plaster board in support frames.
Windows:	showrooms in part with sun screening facilities
Doors:	in part steel glass doors, approx. 1.10 m x 2.10 m, in part with fixed glazed section, approx. 2.0 m x 2.10 m, in part wooden doors with glass panelling, approx. 0.96 m x 2.10 m
Roomclimate:	ventilation and extraction system, heating and cooling in the showrooms via individual devices, cooling: 10° C under outside temperature.
Lighting:	ceiling-mounted lamps and spots – 300 lux
Electrical installation/Communication/Sanitary:	Atriums: electrical and communication connections are provided via floor tanks. Sanitary connections are located in the front and rear atrium areas and can be installed subject to consultation. Showrooms/Studios: the salons are equipped with power socket via which up to 3 kW power can be sourced per wall side. In total, 6 kW power is available per room. Enhanced power supplies can be installed upon consultation with the MOC Events Department. Telephone and Internet connections must be ordered and are installed individually via wall sockets. Water connections are possible to a restricted extent and after consultation only.
Compressed air:	no compressed air connections are available.
Lighting:	the light strength is 300 lux.
Suspension units Atriums:	Suspension units in the inside area are possible upon consultation with the MOC Events Department. Suspension points may be installed by MOC service companies only. Showrooms/Studios: no items can be suspended from ceilings.
Fire protection: Atriums:	Between the salons and the inside area available for construction purposes, a fire protection strip 4 metres in width must be kept clear; this is also the escape/rescue route. Stand covers and canopies are not allowed in the atriums for fire protection reasons. Showrooms: The emergency exit door facing the aisle leads directly to an escape/rescue route and must be kept clear of fittings and stored goods at all times. The door must be unlocked if no persons are present in the room.
Access to atriums / Loading:	The goods lift and self-operate lifts can be used from the delivery zones on the ground floor and 2 nd underground floor for delivering heavy and bulky goods. The clearance size to the atrium is 2.10 m wide x 2.0 m high. The goods lift must be operated by a goods lift operator who has to be ordered for duty during stand set-up and dismantling periods.
Dimensions of goods lift:	Height: 2.60 m Width of cabin interior: 3.00 m Door width: 2.50 m Depth: 5.37 m Load-bearing capacity: 8,000 kg

Dimensions of self-operate lift: Height: 2.50 m

Width of cabin interior: 2.00 m

Door width: 1.10 m

Depth: 2.50 m

Load-bearing capacity: 2,400 kg

5. General stand construction regulations

5.1. Stand safety

Exhibition stands including equipment and exhibits as well as advertising hoardings must be securely erected such that they do not constitute a risk to public safety and order, above all in respect of human life and health.

The given exhibitor is responsible for the structural safety of the stand concerned and may be required to provide proof of same.

Messe München GmbH reserves the right to inspect stand structures, exhibits, advertising hoardings, etc. or have them inspected by an independent expert in terms of their stability and traffic safety to the extent that justified doubt exists as to their guaranteed stability and traffic safety even if the items concerned have received prior approval.

Stand structures cannot be supported by securing them to the hall roof. (See Item 5.7.5.2 for details of attaching objects to fixing points).

5.2. Stand construction approval

The maximum stand construction height in the halls is 4 m (the only exceptions to this are the areas directly adjacent to the hall entrances where the construction height is restricted to 2.50 m). Insofar as the Technical Guidelines have been adhered to with regard to the design and construction of the stand, there is no need to submit drawings for the approval of single-storey stands in the halls. All other types of stand, above all those with floor space in excess of 100 m² or such with horizontal canopies or covers in excess of 30 m², mobile stands, stands with bridges, stairs, cantilever roofs, galleries, sloping walls, etc., require approval whereby the sides of any high structures facing towards neighbouring stands (e.g. visible rear sides) are to be designed in a neutral white manner without any advertising elements. A minimum distance of 1 m must be kept clear to the stand perimeter for any advertising located directly adjacent to neighbouring stands. Advertising elements may not be equipped with flashing or changing lights.

To the extent that more than 200 seats need to be arranged, a separate plan (seating plan scale 1:200) is to be submitted in triplicate to MMG, showing the total number of seats and the escape routes, whereby the width of the escape routes is to be calculated on the basis of the maximum number of persons potentially located in the room (see also point 6.9). A copy of the plan approved for the given usage should be displayed in a clearly visible location near the main entrance to the assembly room concerned.

5.2.1. Stand structures subject to inspection and approval

All organisers, exhibitors, tenants, service partners or other service providers are obliged to check whether the temporary structures they are planning to build either in the halls or in the open-air area require approval. If in doubt, you should contact the MOC Events Department.

To-scale drawings for single-storey stands with floor space in excess of 150 m² or higher than 2.50 m must be submitted for approval to the MOC Events Department in duplicate (ground plan and elevation sketches to a scale of at least 1:100) by the deadline specified in the Technical Order Form Booklet at the latest. To the extent that approval is granted, one copy is then returned to the exhibitor/stand-builder with MMG's stamp of approval. This means that the stand construction concerned has been approved.

5.2.2. Vehicles and containers

The use of vehicles and containers as exhibits in the halls is subject to approval (see point 5.4.1.2.).

Motorised/Mobile exhibition stands (show trucks, buses, trailers, etc.) must be equipped with a sprinkler system if they constitute a single, uninterrupted area measuring more than 30m². Such areas as are located between two motorised/mobile exhibition stands also count as part of the given single, uninterrupted area unless the space between the two motorised/mobile exhibition stands is so large as not to impair the effectiveness of the sprinklers installed in the hall.

5.2.3. Removal of non-compliant stand structures

Stand structures that have not been approved or do not comply with the Technical Guidelines or statutory regulations, must be altered as necessary or removed.

If this is not done within the set period, MMG is entitled to carry out the alterations itself or, if necessary, remove the stand structures concerned at the expense of the exhibitor.

5.2.4. Extent of liability

To the extent that the exhibitor or the stand-builder he appoints does not comply with the above stand construction regulations, he is liable for any damage resulting from violation of these regulations.

Moreover, the exhibitor or the stand-builder he appoints agrees to exempt MMG from all claims by third parties that may be asserted due to violation of the above stand construction regulations.

5.3. Construction heights

The maximum construction height varies from event to event and is specified either in the Special Terms of Participation or "Important Notes" sections of the relevant Order Forms for Exhibitor Services. Contact the team responsible for technical organisation if in doubt.

The maximum height for stand structures set by MMG may only be exceeded with MMG's prior written approval.

Exhibits are not normally subject to this limitation, but should be reported to the MOC Events Department prior to the event.

5.4. Fire prevention

5.4.1. Fire prevention and safety regulations

5.4.1.1. Stand construction and decorative materials

Readily flammable materials and such that drip or give off toxic gases when burning may not be used. The use of plastics (e.g. polystyrene, rigid polyurethane foam, styrofoam, etc.) is only allowed with the prior written consent of the MOC Events Department (informal application with details of type of material, quantity and planned installation environment required). Verification of the fire resistance of the material concerned when fitted must be provided.

Decorative materials must be at least fire-resistant according to DIN 4102 or DIN EN 13501-1. MMG can only allow the retrospective rendering of decorative materials fire-resistant if this occurs with the approval of the Munich Municipal Fire Department, using a suitable and approved fireproofing agent and given compliance with the relevant processing instructions. MMG's consent can be made subject, above all, to the fire load to be taken account of.

Decorative materials of a standard flammable nature may be used in certain areas if their location is sufficiently protected against fire. A test certificate confirming the classification of the materials used may need to be presented. Suspended stand decorations must be at least 2.50 m above the floor.

In individual cases and for safety purposes, special conditions may be imposed for load-bearing structural components (e.g. non-flammability).

Stand floor coverings must be laid with sealed joints. The use of cable ties as fasteners for parts subject to structural loads is prohibited.

Trees and plants may only be used for decorative purposes if they have been freshly cut (i.e. leaves or needles must be green and juicy). If during the event it becomes apparent that the trees and plants are drying out and thus becoming readily flammable, they must be removed. Trees should be free of

branches up to about 50 cm above floor level. Any turf used must be kept moist at all times (otherwise risk of being set alight by cigarettes, matches, etc.).

Bamboo, reeds, hay, straw, bark mulch, turf or similar materials do not generally comply with the above requirements and are therefore prohibited as a general rule. Any exceptions to this ruling require the prior approval of the MOC Events Department.

As a general rule, waste materials should be removed and disposed of immediately or collected in appropriate containers and then disposed of correctly.

5.4.1.2. Motor vehicles as exhibits

In the halls, motor vehicles may as a general rule neither be operated nor parked. An exception to this ruling, which must be applied for via the "Application for Preventive Fire Protection Measures" form, can be granted by the Munich Municipal Fire Department. Exhibitors have no entitlement to approval being granted exceptionally. In exhibition halls, vehicles may only be displayed with the quantity of fuel required for accessing and leaving the given hall. The fuel tank is to be locked; at MMG's request, the battery is to be disconnected too.

Internal combustion engines may not be put into operation for demonstration purposes in the halls or within the exhibitor's own stand. They must be fitted with silencers for any demonstration in the outdoor exhibition area. Fuels may not be stored on the stand. See also point 5.7. for information in connection with gas-driven vehicles and / or vehicles with energy capture via fuel cells. Motorised/Mobile exhibition stands (show trucks, buses, trailers, etc.) must be equipped with a sprinkler system if they constitute a single, uninterrupted area measuring more than 30m². Such areas as are located between two motorised/mobile exhibition stands also count as part of given single, uninterrupted area unless the space between the two motorised/mobile exhibition stands is so large as not to impair the effectiveness of the sprinklers installed in the hall.

5.4.1.3. Explosive substances

Explosive substances as defined under the Explosives Act and ammunition as defined under the Firearms Act may not be displayed at fairs and exhibitions.

5.4.1.4. Pyrotechnics

Pyrotechnical displays are as a general rule prohibited. An exception to this ruling, which must be applied for via the "Application for Preventive Fire Protection Measures" form, can be granted by the relevant safety authorities. Exhibitors have no entitlement to approval being granted exceptionally.

5.4.1.5. Use of balloons, airships and other flying objects

The use of balloons, airships and other flying objects is prohibited in the halls as a general rule. Exceptions to this ruling require the prior written approval of the MOC Events Department. To the extent that approval is granted, the balloons and airships may be filled with non-flammable, non-toxic gases only. The balloons and airships must remain within the confines of the stand and not exceed the maximum height allowed for stands and advertising hoardings.

5.4.1.6. Smoke machines

The use of smoke machines has to be co-ordinated with the MOC Events Department.

5.4.1.7. Ash containers, ashtrays

To the extent that smoking is not explicitly prohibited on a stand or parts thereof, a sufficient quantity of ashtrays or ash containers made of non-flammable materials must be provided and arrangements made for their regular emptying into non-flammable, tightly closing containers.

5.4.1.8. Containers for recyclable and residual waste

No containers for recyclable and residual waste made of flammable materials are to be used on the stands. Any recyclable and residual waste produced on the stands should be disposed of regularly, on the evening of each event day at the latest or put into the waste bags intended for this purpose and placed at the edge of the aisle-side of the stand. Readily flammable waste materials such as wood chippings, other bits of wood, sawdust and the like should be kept in sealed containers and disposed of on a daily basis or several times per day if large quantities are produced.

The bags that are distributed for non-recyclable, recyclable and residual waste are collected by the cleaning company on the evening of each event day.

See also Item 6 "Environmental Protection" and the Waste Disposal form in the Technical Order Form Booklet for further information on waste disposal.

5.4.1.9. Spray guns, nitro-cellulose paints

The use of spray guns and/or nitro-cellulose paints is prohibited.

5.4.1.10. Part-off grinding and all work with naked flames

Prior approval must be submitted in writing to and obtained from the MOC Events Department, for any welding, cutting, soldering, melting and part-off grinding work. The surrounding area must be protected from flying sparks when work is under way. Any joints and cracks should be sealed with appropriate, non-flammable materials. Stands must be equipped with at least one DIN 14406 or EN3 fire-extinguisher suitable and approved for Fire Class C.

Naked flames and activities involving a risk of fire are as a general rule prohibited during the event. An exception to this ruling, which must be applied for via the "Application for Preventive Fire Protection Measures" form, can be granted by the Munich Municipal Fire Department. Exhibitors have no entitlement to approval being granted exceptionally.

5.4.1.11. Empty packaging

The storage of empty packaging of any kind (e.g. packaging and packing materials) in the halls (both on the stands and outside the stands) or in the loading yards is prohibited. Any such items should be removed as soon as they have become empty.

The storage of such items at the MOC can occur via forwarding agents appointed by MMG. This service is not free of charge.

In the event of an exhibitor failing to remove items wrongfully stored despite having been asked to do so, MMG is entitled to have them removed at the expense and risk of the given exhibitor.

5.4.2. Stand coverings

The halls in the MOC are equipped with an automatic fire extinguishing system the effective operation of which may not be hindered by any stand coverings.

Irrespective of their size, stand coverings are subject to approval and must be registered in writing with the MOC Events Department (see "Application for Preventive Fire Protection Measures" form in the Order Forms for Exhibitor Services). All stand coverings are subject to the prior written approval of MMG's MOC Events Department.

Stand coverings must generally be of a fire-resistant nature (B1 as per DIN 4102) – the test certificate issued by the German Building Systems Institute (DIBT) should be available for presentation. A sprinkler system has to be installed for any single covered area exceeding 30 m². In such cases, one sprinkler unit must be installed for every 12 m² or part thereof of covered space; any rooms/cabins located beneath the stand cover must be encompassed by the sprinkler system.

Given the consent of the Munich Municipal Fire Department, sprinkler systems for stand coverings larger than 30 m² are not necessary if the coverings meet the following requirements:

- Metal modular or grid ceilings:
The covering concerned is a modular or metal-grid ceiling comprising open-mesh grating, perforated sheet metal or similar. At least 70% of the entire ceiling structure including lamp fittings, etc. must be open in accordance with the planning and installation guidelines laid down by the Association of Damage Insurers (VDS). The degree of openness of the given structure must be proven verifiably.

- Textile coverings:
The covering is fire-resistant and its horizontal installation below sprinkler units has been approved by the Association of Damage Insurers (VDS) (wide-mesh netting or fabric with integral thread fusing). VDS' written approval should be submitted to the MOC Events Department; compliance with the VDS installation instructions is required.

Further information on the materials approved for stand coverings and the suppliers of such materials can be obtained from the Order Forms for Exhibitor Services (see Notice on Sprinkler-compatible Materials) or use our download service via the Messe München homepage (www.messe-muenchen.de/Services/Ausstellersservices/downloads).

5.4.3. Glass and acrylic sheet

Only glass suited to the relevant purpose may be used. In the case of structures made of glass, only laminated safety glass may be used. Ask the MOC Events Department to send you our Notice on Stand Construction in Exhibition Halls using Glass and Acrylic Sheet" or use our download service via the Messe München homepage (www.messe-muenchen.de/Services/Ausstellersservices/downloads).

Edges of glass panes must be machined or protected in order to preclude any risk of injury. Components made entirely of glass must be marked appropriately at eye level.

5.4.4. Rooms used by staff

Any separate room on the stand used by staff (offices, recreation rooms, meeting rooms) must have an adequately clear view of the nearest escape route and the path leading to same.

Alternatively, "trapped" rooms may only be separated from the main stand unit by glass walls so that the separate nature of the room is retained visually at least.

5.5. Exits, escape routes, doors

5.5.1. Exits, escape routes

Stands with a floor area exceeding 100 m², an escape route longer than 10 m or a stand designed such that the exit/escape route are not visible from all points on the stand must have at least two separate exits/escape routes to be located as far apart from each other as possible.

The stand should be designed in such a way as to avoid creating any poorly accessible rooms, corners or alcoves. All separate rooms used by staff (offices, recreation rooms, meeting rooms ...) within the given stand area must offer an adequately clear view of the nearest escape route and the path leading to same. Rooms that are only accessible via another separate room (so-called trapped rooms) are prohibited.

If within a given stand the maximum length of an escape route to a hall aisle exceeds 10 m, the stand must be equipped with a second exit and/or an aisle at least 2 m wide leading to a hall aisle.

Escape routes should be marked as such in accordance with DIN 4844.

5.5.2. Doors

The use on escape routes of swing doors, revolving doors, coded doors, sliding doors, lifting doors and any other devices which could block access is prohibited.

5.6. Platforms, ladders, ascents, bridges

All general walkways immediately adjacent to areas that are more than 0.20 m deep must be protected by a balustrade of at least 0.90 m in height. At least one top, one middle and one lower boom are obligatory.

Load-bearing capacity verification for platforms must be available for presentation. The floor must be able to withstand loads of at least 2.0 kN/m² as per DIN 1055 Part 3 Table 1 depending on the specific use made of it.

The maximum permitted height for single-step, open-access platforms is 0.20 m.

Ladders, ascents and bridges must comply with the relevant accident prevention regulations.

5.7. Stand design

5.7.1. Appearance

The design and equipping of a stand as well as any necessary construction work are the responsibility of the given exhibitor. In this connection, he must however take into account the character and appearance of the fair and/or exhibition concerned. To this end, MMG is entitled to demand changes to be made to the stand design. Moreover, MMG reserves the right to prescribe the framework structure required for a given event in its Special Terms of Participation.

Stand walls bordering on visitor aisles must include glass panels, alcoves, displays, etc. to give them a more appealing look.

The exhibitor's name and location must be indicated on the stand in a clearly visible manner.

The stand walls facing neighbouring stands should be kept neutral, white and clean above a height of 2.50 m to prevent any conflict of design with the neighbouring stand.

5.7.2. Checking stand size

The stand area is measured out on the hall floor by MMG and marked at the corners.

After stand space has been allocated, each exhibitor is obliged to check the location and size of any installations, in particular fire alarms, utility ducts, ventilation systems, etc. and, where necessary, instruct the stand-builder accordingly.

The boundaries of the stand area must be observed.

(See also Item 5.7.4. Hall floors)

5.7.3. Structural modifications to halls

Hall components and technical facilities may not be damaged, soiled or in any way changed (e.g. by drilling of holes, use of nails or screws, etc.). Nor may paint, wallpaper or adhesives be applied to them.

Securing exhibits via floor anchorages is only possible in exceptional, justified cases and with MMG's prior written consent. To this end, the floor anchorages required should be registered in writing with the MOC Events Department two weeks prior to the commencement of the stand set-up period at the latest. To-scale plans with details of location, anchorage type, drill hole diameters and number of anchorages should be attached to the application. The number of anchorages should be kept to an absolute minimum. The exhibitor has no entitlement to the fitting and use of floor anchorages. Messe München GmbH reserves the right to prescribe the materials to be used for anchorages. In cases where non-approved materials are used and/or floor anchorages are fitted without MMG's written consent, flat-rate repair charges of EUR 200 per drill hole plus VAT will be raised.

Stand structures and exhibits may not subject hall components and technical facilities to any strain they were not intended to withstand. Hall columns/supports within the stand area may, however, be integrated into the stand design providing they are not damaged and the maximum stand height is not exceeded. Joints on hall walls, ceilings and floors may under no circumstances be damaged by chiselling, foundation work or the like. No bolts or anchorages may be fitted.

5.7.4. Hall floors

Carpets and other floor coverings must be laid with due regard to safety and may not protrude beyond the stand area.

Only adhesive tape that leaves no traces when removed may be used to fix such coverings. No other adhesive materials or paint may be used on the hall floors.

Any materials used must be removed without leaving any traces. Substances such as oil, grease, paint and the like must be removed from the floor immediately.

Utility ducts are located every 6 m x 12 m. Usage of the utility ducts is reserved exclusively for MMG's accredited service partners.

5.7.5. Suspending items from the hall ceiling

5.7.5.1. Provision of fixing points

The provision of supporting structures and fixing points for suspending items from the hall ceiling is the exclusive responsibility of MMG. Any changes to supporting structures may only be carried out by MMG. To this end, MMG will appoint specialist subcontractors to do the work required.

To the extent structurally feasible, the exhibitor will be provided with a fixing point at the desired position above the stand area. Plans should be attached to the order (form in Technical Order Form Booklet), clearly showing the desired positioning of the fixing points and height details.

Items to be suspended may only be located above and within the stand confines. Construction and advertising hoarding heights are to be taken into account. MMG will review the feasibility of the desired fixing points.

Each suspension point of the hall ceiling structure can withstand a maximum perpendicular load of 25 kg at distances of 1 m apart from each other.

5.7.5.2. Attaching items to the fixing points

Items to be suspended from the fixing points ordered (lighting supports, spotlights, etc.) may only be fitted by the given exhibitor's own specialists or by specialist companies authorised to do so in compliance with relevant German and/or EU regulations and accepted technical practice.

With regard to the attachment and securing of items to be suspended, relevant safety regulations and in particular the German ordinances BGV A 1 (general requirements), BGV C 1 (venues and production sites for stage performances), BGV D 8 (hoisting, lifting and winching equipment) and, if applicable, VstättV (safety code governing places of assembly) must be observed. Cable connections for load-bearing purposes must comply with DIN 56-921-11; cable clamps may not be used.

For safety reasons, the following rules also require compliance. The following are prohibited:

- Suspending of stand components or exhibits
- Securing of stand components or exhibits (stand components and/or exhibits must stand securely in their own right)
- Suspending of items with a rigid and/or frictional connection to the hall floor.

Exceptions to these rulings require MMG's prior written authorisation.

5.7.6. Stand perimeter walls

Partition walls can be ordered via the Technical Order Form Booklet.

The partition walls and supports may be neither modified nor processed by exhibitors. The exhibitor is liable for any damage to persons or property arising from non-compliance with this ruling.

5.7.7. Advertising media/Presentations

Stand and exhibit inscriptions, logos and trademarks may not exceed the specified height. In the case of advertising media, a distance of 2 m should be kept free to the neighbouring stand unless the advertising is not pointing in any way towards the stand concerned.

All types of performances and presentations as well as all forms of visual, moving or acoustic advertising require MMG'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).

Despite having given its prior approval, MMG is entitled to restrict or prohibit such performances as cause noise, visual disturbance, dirt, dust, vibrations or other emissions or, for other reasons, constitute a significant disturbance to the event or its participants.

Flashing, rotating or fast-moving advertising media are prohibited, as is moving advertising on the stand perimeter.

In the absence of any provisions to the contrary set out in the Terms of Participation, the distribution of printed matter and the use of advertising media is only permitted within the boundaries of the exhibitor's own stand.

MMG reserves the right, however, to enforce further restrictions in specific cases. MMG is entitled to access stands to check that the above regulations are being observed.

MMG is also entitled at the risk and expense of the given exhibitor to remove, cover over or otherwise prevent advertising violating the above regulations.

If a fair, exhibition or other event is not organised by MMG but by another organiser, the organiser concerned is entitled to exercise MMG's rights described above.

5.8. Dismantling stands

By the end of the dismantling period set for a given event (see Special Terms of Participation and the "Important Notes" section of the Order Forms for Exhibitor Services), the exhibitor is obliged to completely clear the stand of all stand-building material, exhibits and any other items and restore the stand area to its original state.

After the set dismantling period has elapsed, MMG is entitled but not obliged to have any items left on the stand removed and stored by an authorised forwarding agent at the expense and risk of the exhibitor and charge an appropriate handling fee for doing so. MMG is entitled to dispose at the exhibitor's expense of any exhibition-related material and all other items left on the stand after the set dismantling period has elapsed.

6. Technical safety regulations, other technical requirements and supply systems

6.1. General regulations

Stand construction and dismantling work may only be carried out in accordance with the relevant statutory labour and industrial regulations valid at the given time.

6.1.1. Damage

Any damage caused by exhibitors or their agents within the MOC, its buildings or facilities will be remedied by MMG at the expense of the exhibitor concerned at the end of the given event.

6.2. Use of machinery

The use of stud guns is prohibited.

The use of woodworking machines without chip exhausters is not permitted.

Only such cranes, fork-lift trucks and work platforms as are supplied by MMG's authorised service partners and which do not produce exhaust gases may be used. In special cases, the approval of the MOC Events Department must be sought.

6.3. Electrical installation

6.3.1. Connections

Electrical installations from the utility ducts to the stands may only be fitted by MMG and/or contractors appointed by it. The electrical installations to be exclusively fitted by MMG and/or contractors appointed by it include the main electrical connection and cabling, the master fuse and, if applicable, the master switch/electricity meter. The MOC Events Department reserves the right to restrict the electrical connection to one basic connection per stand space unit for reasons of safety.

The use of generators on the stands is prohibited unless prior written approval has been obtained from the MOC Events Department. The exhibitor is not allowed to obtain electricity for his stand from such persons as have not been authorised to supply electricity by MMG. Exhibitors are expressly forbidden to obtain electricity from neighbouring stands. Furthermore, exhibitors are not entitled to supply any third parties at the trade fair centre apart from his co-exhibitors with such electricity as is supplied to him by MMG. This applies particularly to neighbouring stands.

A ground plan indicating the required position of the connections should be attached to the orders (forms in Technical Order Form Package).

The exhibitor is responsible for ensuring that the electrical installation is able to provide all items on the stand requiring electricity with sufficient power such that they can operate simultaneously. Should this not be the case, MMG is entitled to upgrade the electrical installation at the expense of the exhibitor at the prices stated in the relevant order forms for exhibition services even without an order to this effect from the exhibitor so that all items on the stand requiring power can operate simultaneously.

Power supply lines are laid in utility ducts wherever possible, but may have to be run above ground if the location of the connection point makes this necessary.

MMG is entitled to run power lines and connections serving neighbouring stands across the exhibitor's stand unless MMG can provide the electrical connection to the neighbouring stands at the same or lower cost without laying supply lines and connections across the exhibitor's stand.

Should the exhibitor wish power lines to be laid across public aisles or third-party stands, MMG's prior approval must be sought. Any power lines laid in this respect must give due consideration to the safety of the public and exhibitors alike and are payable by the exhibitor concerned.

To the extent that power consumption is not payable on a flat-rate basis, it will be determined via the meter fitted and invoiced at the per-kWh prices shown in the Technical Order Form Booklet.

For safety reasons, MMG reserves the right to switch off the exhibitors' power supply after the event has finished.

6.3.2. Stand installation

Electrical installation work within the confines of the stand can be carried out by the exhibitor's own electrical fitters or approved electrical contractors in accordance with VDE regulations (Association for Electrical, Electronic & Information Technologies) EU requirements and accepted technical practice.

Electrical installation work within the confines of the stand can also be carried out by MMG and/or contractors appointed by it providing an appropriate order is submitted.

Any connections, machines or equipment that have not been authorised, do not comply with the relevant regulations or use more power than indicated in the application are prohibited. They can be removed from the stand and put in storage by MMG at the expense and risk of the exhibitor.

6.3.3. Installation and operating regulations

All electrical installations must be fitted in compliance with the latest safety regulations issued by the VDE, whereby special attention should be given to VDE 0100, 0108 and 0128 and IEC Norm 60364-7-711.

The ratio of high or low-frequency interference transmitted to the mains may not exceed the levels specified in VDE 0160, VDE 0838 (EN 50 006) and EN 61 000-2-4.

Conductive components must be included in the precautions intended to prevent indirect contact (stand earthing).

The regulations set out in the "Electrical Installation on Exhibition Stands" section of the Technical Order Form Package require full compliance.

All exhibition stand electrical installations will be inspected by an expert for compliance with the regulations effective at the given time for the MOC. The inspection will be organised by MMG.

6.3.4. Safety precautions

As a special safety precaution, all heat-generating and heat-emitting electrical equipment (hot-plates, spotlights, transformers, etc.) must be installed on a non-flammable, asbestos-free base and monitored adequately during operation.

Depending on the amount of heat generated and/or emitted, adequate distance must be maintained between the equipment concerned and any flammable materials in the vicinity.

Lamps may not be attached to flammable decorations or the like.

6.3.5. Safety lighting

Stands whose specific design or structure render the given building's general safety lighting ineffective must be equipped with their own, additional safety lighting in accordance with VDE 0108. It must be installed in such a manner that the general escape routes can be accessed safely.

6.4. Installation of water/waste water facilities

6.4.1. Connections

Water/waste water facilities from the utility ducts to the stands may only be installed by MMG and/or a contractor appointed by it. The water/waste water installations encompass the main water connection (supply and drainage) with supply and drain pipes as well as a water meter if applicable. Exhibitors are not allowed to obtain water for their stand from such persons as have not been authorised to supply water by MMG. Furthermore, exhibitors are not entitled to supply any third parties at the MOC apart from his co-exhibitors with such water as is supplied to them by MMG. Exhibitors are above all prohibited from supplying neighbouring stands with such water as is supplied to them by MMG.

Connection plans indicating the required position of the connections should be attached to the orders (forms in Technical Order Form Booklet).

The exhibitor is responsible for ensuring that the water/waste water installation is able to cater for all items on the stand requiring water/waste water facilities such that they can all operate simultaneously. Should MMG determine that the water/waste water installation ordered by the exhibitor cannot guarantee the simultaneous operation of all items requiring such facilities, MMG is entitled to upgrade the water/waste water installation at the expense of the exhibitor at the prices stated in the relevant order forms for exhibition services even without an order to this effect from the exhibitor.

Water/Waste water piping in the halls will be laid in utility ducts wherever possible, but may under certain circumstances have to be run above ground if the location of the connection point makes this necessary.

MMG is entitled to run water/waste water pipes and connections serving neighbouring stands across the exhibitor's stand unless MMG can provide the water/waste water connection to the neighbouring stands at the same or lower cost without laying pipes and connections across the exhibitor's stand.

Should the exhibitor wish piping to be laid across public aisles or third-party stands, MMG's prior approval must be sought. Any piping laid in this respect must give due consideration to the safety of the public and exhibitors alike and is payable by the exhibitor concerned.

To the extent that water consumption is not payable on a flat-rate basis, it will be determined via the meter fitted and invoiced at the per-m³ prices shown in the Technical Order Form Booklet. As far as connections with a pipe diameter of 1/2" are concerned, the water consumption and basic charge are included in the price of the main water connection.

Waste water polluted with chemicals may not be fed into the sewage system (see also Item 6.2.1).

For safety reasons, MMG reserves the right to cut off the exhibitors' water supply after the event has finished.

6.4.2. Stand installation

Plumbing facilities (water/waste water facilities) within the confines of the stand can be installed by the exhibitor's own plumbers or approved plumbing contractors in accordance with relevant German/EU requirements and accepted technical practice.

Plumbing work within the confines of the stand can also be carried out by MMG and/or contractors appointed by it providing an appropriate order is submitted.

To the extent that plumbing work including connecting-up equipment requiring water supply and waste water drainage facilities e.g. sinks is not to be carried out by MMG and/or contractors appointed by it, the exhibitor has to notify MMG in good time prior to the commencement of the work concerned, but 14 days prior to the stand construction period at the latest, as to which plumbing contractors and/or

plumbers will be carrying out the plumbing work. If MMG is not supplied with this information by the set time, MMG will connect-up the equipment requiring water/waste water facilities at the expense of the exhibitor at the prices stated in the relevant order forms for exhibition services.

Any connections, machines or equipment that have not been authorised, do not comply with the relevant regulations or use more water than indicated in the application are prohibited. They can be removed from the stand and put in storage by MMG at the expense and risk of the exhibitor.

Dishwashers without integrated drainage pumps are not connected to the water mains for safety reasons if the drainage gradient is considered inadequate.

The connection of refrigerators/freezers with open-cycle cooling systems should be registered with the MOC Events Department. The water consumed will be measured via meters and charged at the rates stipulated in the Order Forms for Exhibitor Services. MMG reserves the right to prohibit the use of refrigerators/freezers with open-cycle cooling systems.

6.5. Installation of compressed-air facilities

6.5.1. Connections

The provision of exhibition stands with compressed air is only possible via compressors. At the request of the given exhibitor, MMG will install a compressor for the supply of compressed air on the stand concerned. The use of a compressor to be supplied by the exhibitor himself has to be notified to MMG's Technical Exhibition Services Division 4 weeks prior to commencement of the stand set-up period of the given event at the latest. Exhibitors are not allowed to obtain compressed air for their stands from such persons as have not been authorised to supply compressed air by MMG. Exhibitors are above all prohibited from obtaining compressed air from neighbouring stands. Furthermore, exhibitors are not entitled to supply any third parties at the trade fair centre apart from their co-exhibitors with such compressed air as is supplied to them by MMG. Exhibitors are above all prohibited from supplying neighbouring stands with such compressed air as is supplied to them by MMG.

Compressed air piping will be laid in utility ducts wherever possible, but may under certain circumstances have to be run above ground if the location of the connection point makes this necessary.

MMG is entitled to run compressed air piping and connections serving neighbouring stands across the exhibitor's stand unless MMG can provide the compressed air connection to the neighbouring stands at the same or lower cost without laying pipes and connections across the exhibitor's stand.

Should the exhibitor wish piping to be laid across public aisles or third-party stands, MMG's prior approval must be sought. Any piping laid in this way must give due consideration to the safety of the public and exhibitors alike and is payable by the exhibitor concerned.

Orders (service forms in the Exhibitor Service Booklet) should be accompanied by an outline sketch of the stand showing the desired location of the connections.

For safety reasons, Messe München reserves the right to cut off the exhibitors' compressed-air supply after the event has finished.

6.5.2. Stand installation

Compressed-air installation work within the confines of the stand can be carried out by the exhibitor's own fitters or approved contractors in accordance with German/EU requirements and accepted technical practice.

Compressed-air installation work within the confines of the stand can also be carried out by MMG and/or contractors appointed by it providing an appropriate order is submitted.

To the extent that compressed-air installation work including connecting-up equipment requiring compressed air (appliances with gas connections) is not to be carried out by MMG and/or contractors appointed by it, the exhibitor has to notify MMG in good time prior to the commencement of the work concerned, but 14 days prior to the commencement of the stand construction period at the latest, as to which contractors and/or fitters will be carrying out the compressed-air installation work. If MMG is not supplied with this information by the set time, MMG will connect-up the equipment requiring compressed air and charge the exhibitor with the costs incurred based on the rates applying to the given event.

Any connections, machines or equipment that have not been authorised, do not comply with the relevant regulations or use more compressed air than indicated in the application are prohibited. They can be removed from the stand and put in storage by MMG at the expense and risk of the exhibitor.

6.5.3. Information and communications services

All fixed-line connections for information and communications services are provided exclusively by MMG. Connection plans indicating the required position of the connections should be attached to the orders (forms in Exhibition Services Booklet).

6.6. Machinery, pressure containers and exhaust systems

6.6.1. Machine noise

The operation of any noise-emitting machinery and/or devices requires MMG's prior written approval. It may not disturb any other event participants, cause crowding that blocks the aisles nor drown out the public address system in the halls. Noise-emitting machinery and/or devices may only be operated for short periods of time and only as long and often as the given demonstration requires. The noise level at the stand perimeter may not exceed 70 dB(A).

Despite having given its prior approval, MMG is entitled to restrict or prohibit such performances as cause noise, visual disturbance or, for other reasons, constitute a significant disturbance to the event or its participants.

If a fair, exhibition or other event is not organised by MMG but by another organiser, the organiser concerned is entitled to exercise MMG's rights described above.

6.6.2. Equipment and product safety Code

The exhibitor is principally obliged to display only such products as comply European marketing requirements (e.g. specific EU directives such as the Machinery Directive, Toy Directive, Low-voltage Directive, Medical Products Directive, PSA Directive, etc.) and the national legislation based on them (e.g. Product Safety Act - ProdSG). Contrary to the above, such products as do not yet comply with fundamental safety requirements may be displayed at trade fairs and exhibitions. In such cases however, a sign must be attached to the product concerned indicating that it may only be marketed in the EU and European Economic Area (EEA) when it complies with all relevant legal requirements or if it is intended solely for export to non-EU and non-EEA countries.

The exhibitor authorises MMG with the approval of the relevant authorities to publicly declare on its behalf that the conformity assessment procedures have not yet been concluded in connection with such exhibits as do not have the prescribed CE coding and that these exhibits do not yet comply with the formal and safety provisions of the relevant regulations and may not be marketed or purchased in the countries of the EU and EEA until such time as they comply with these regulations.

Products may (and must) only be marked with CE coding if they are subject to specific, EU directives requiring such CE coding. For such products, a conformity assessment must be conducted, technical documentation verifying conformity compiled, an EU conformity declaration issued and CE coding affixed. Operating instructions, safety notes etc. in the language of the user are to be provided and/or attached.

Any precautions necessary for the protection of persons must be taken by stand personnel in connection with demonstration activities.

The stand personnel is also responsible for ensuring that no product or equipment is activated in an unauthorised manner.

6.6.2.1. Safety devices

Machinery and equipment components may only be operated if all relevant safety devices are in place. The standard safety devices can be replaced by a secure covering made of organic glass or another suitable, transparent material.

Where equipment is not operated, the safety devices can be removed to give visitors a clearer view of the design and construction of the otherwise covered components.

The safety devices must then be clearly displayed next to the machine.

6.6.2.2. Test procedures

The exhibited technical equipment will be inspected for its accident prevention and safety characteristics by the relevant supervisory authority – the Factory Inspectorate – together where necessary with the relevant technical committees of the Employers' Liability Insurance Association and for its compliance with the relevant safety requirements. Exhibitors are advised to have their EU Conformity Declaration available on the stand for CE coding verification purposes. If in doubt, exhibitors should contact the relevant authorities in good time prior to commencement of the event.

6.6.2.3. Operating prohibition

Furthermore, MMG is entitled to prohibit the operation of machinery, equipment and other devices at any time MMG deems it to constitute a risk for persons and/or property.

6.6.3. Pressure containers

6.6.3.1. Acceptance certificates

Pressure containers may only be operated on the stand if the tests/acceptance inspections required by the Operating Safety Directive valid at the given time or equivalent tests/acceptance inspections within the EU have been carried out on them. Any proof of testing issued as a result should be kept on the stand near the pressure container concerned and presented at the request of the relevant supervisory authorities.

6.6.3.2. Testing

Certificates issued on the basis of the structural and water pressure test or comparable test for pressure containers of any type are not considered sufficient proof. If applied for in good time, 4 weeks prior to the commencement of the event at the latest, pressure containers subject to testing can be put through the acceptance test by the Technical Inspectorate up to one day prior to the commencement of the event providing the structural and water pressure test certificate is presented and a qualified fitter is present on the exhibition stand.

6.6.3.3. Hired equipment

If hired equipment is used on the stand, the above regulations apply accordingly. Above all, any proof of testing issued (5.6.3.1.) should be kept on the stand near the pressure container concerned and presented at the request of the relevant supervisory authorities.

6.6.3.4. Verification

The requisite acceptance certificates should be available on the stand for Factory Inspectorate verification purposes.

6.6.4. Exhaust gases and vapours

Vapours and gases which are emitted by exhibits and equipment and are flammable, toxic or merely unpleasant for event participants may not be released within the MOC but must be fed out into the open air via appropriate pipes and ducting in accordance with the German Emissions Control Act valid at the given time.

6.6.5. Exhaust systems

Such vapours and gases as are flammable, toxic or merely unpleasant for event participants must be fed off via an exhaust duct.

The extractors may only be installed by MMG or a contractor appointed by it. Orders (form in the order forms for exhibition services or on request from MMG's MOC Events Department) should be accompanied by an outline sketch of the stand showing the desired location of the extractors.

6.7. Use of compressed gases, liquid gases and flammable liquids

As a general rule, the use of compressed gases, liquid gases and flammable liquids is prohibited. An exception to this ruling, which must be applied for via the "Application for Preventive Fire Protection Measures" form, can be granted by the Munich Municipal Fire Department. The requirement for approval being granted exceptionally is that the usage of compressed gases, liquid gases and flammable liquids applied for is necessary for the operation or demonstration of exhibits. Exhibitors have no entitlement to approval being granted exceptionally. Empty containers that have been used for storing compressed gases, liquid gases or flammable liquids may not be kept or stored on the stand or in the hall. Only empty cylinders are allowed for devices and equipment that are not operated for demonstration purposes and must be clearly labelled as such. Under no circumstances may full cylinders be stored in the halls.

6.7.1. Compressed gas

Compressed-gas cylinders must be protected against impact, falling over, unauthorised access and heat in accordance with the relevant accident prevention regulations. Compressed-gas cylinders should be stored in an upright position.

6.7.2. Liquid gas

Only under the condition that no electric or natural gas systems may be operated for the demonstration of exhibits may liquid gas systems be exceptionally approved given compliance with the following provisions:

- The location of the installation must be coordinated with Munich Municipal Fire Department.
- The maximum quantity of liquid gas that is permitted to be kept on the stand is 11 kg.
- The liquid gas cylinder in use at the time is to be protected against unauthorised access and heat by keeping it in a fully sealed, appropriately marked sheet metal cabinet (yellow label with a black "G") with floor ventilation.
- Compliance with system, location and leakage requirements is to be verified and certified by an independent expert (TRF 9.1 and 9.3).
- The pipes and cables of the liquid gas system are to be laid such that they are pull-relieved and protected against mechanical stress.
- Usage for heating and cooking purposes is prohibited.
- An officially approved fire extinguisher (PG 6 as per DIN 14406 or DIN EN3) is to be kept on the exhibition stand.
- Each item of gas-driven equipment must be fitted with a stopcock that is easily accessible at all times. The storage of liquid gas cylinders in the exhibition halls is prohibited.
- The Code of Practice for Liquid Gas (TRF) must be observed.

6.7.3. Flammable liquids

Approval for the use of flammable liquids can only be granted in connection with the operation or demonstration of exhibits. See the "Application for Preventive Fire Protection Measures" form in the Order Forms for Exhibitor Services for further information.

Equipment operated or demonstrated with flammable liquids must be provided with non-flammable spill basins at all filling points as well as at all locations from which liquids can escape. As filling equipment with liquids is a particularly dangerous operation, maximum care and caution is required. Equipment that has reached operating temperature may not be filled with flammable liquids. Flammable liquids that have leaked out must be removed immediately from the basins and disposed of safely due to the potential risk of fire or explosion. Smoking is strictly prohibited at the place of use.

Appropriate signs must be provided. Only authorised persons may be allowed access. An officially approved fire extinguisher in accordance with DIN 14406 or DIN EN3 is to be kept on the exhibition stand.

6.8. Asbestos and other dangerous substances

The use of building materials or products with an asbestos content or of any other dangerous substances is prohibited. The law for the protection against dangerous substances (Chemicals Act) valid at the given time in conjunction with the Chemicals Prohibition Directive (ChemVerbotsV) valid at the given time and the Dangerous Substances Directive (GefStoffV) valid at the given time all apply in this connection.

6.9. Assembly rooms (Film, slide and television shows and other presentations)

Presentations and acoustic advertising require MMG's prior approval and must occur in such a way as not to disturb any neighbouring exhibitors. The noise level at the stand perimeter may not exceed 70 dB(A). Despite having given its prior approval, MMG is entitled to restrict or prohibit such presentations as cause noise, visual disturbance or, for other reasons, constitute a significant risk or disturbance to the event or its participants. The regulations stipulated by the relevant authorities must be observed.

Naked flames, open fires and actions constituting a fire risk are prohibited. Any exceptions to this ruling require the approval of Munich Municipal Fire Department. Electric switching systems may not be accessible to visitors.

To the extent that more than 200 seats need to be arranged, a separate plan (seating plan scale 1:200) to be submitted in triplicate, to MMG, showing the total number of seats and the escape routes whereby the width of the escape routes is to be calculated on the basis of the maximum number of persons potentially located in the room.

Each assembly room must have a sufficiently clear view of its adjoining area. MMG reserves the right to impose additional conditions should the need arise. Exhibitors' particular attention is drawn to the Assembly Place Directive (VStättV) applying in Bavaria in the version dated 2 November 2007 (above all the operating requirements in part 4 set out under paragraphs 31 and 43 as well as paragraph 10 section 1, paragraph 14 section 3 and paragraph 19 section 6).

The width of the emergency rescue routes in assembly rooms is to be calculated on the basis of the maximum number of persons potentially located in the given room. The width clearance of each section of any given emergency rescue route must amount to at least 1.20 m per 200 persons. Graduated increases are only allowed in steps of 0.60 m. The required width of the given rescue routes must be verifiably calculated through to the circulation areas.

Exits in darkened rooms must be lit adequately (signs according to DIN 4844 or BGV A8). Curtains in the vicinity of the exits must open easily to the minimum exit width prescribed, end 10 cm above the floor and be extremely flame retardant. They are to be provided with a coloured marking along the vertical edges used for opening and closing. They may not be sealed (tied together or similar) during operating hours.

Applications should be submitted via the "Application for Preventive Fire Protection Measures" form in the Order Forms for Exhibitor Services.

Assembly rooms must have at least two exits leading directly to the hall aisles. These exits should be located as far apart from each other as possible. Seats arranged in rows must be fixed so they cannot be moved; any chairs arranged temporarily are to be firmly interconnected into rows. Seats must be at least 0.50 m wide. A width clearance of at least 0.40m must be provided between the rows of seats. Seats arranged in blocks may comprise no more than 30 rows. Aisles with a minimum width of 1.20 m must be provided behind and between the blocks. No more than ten seats may be arranged at the side of an aisle. The seating plan must show places for both sitting and standing. The path from a seat at a table to the nearest aisle may not exceed 10 m. The distance between the tables should not be less than 1.50 m. The places for wheelchair users are to be marked separately.

Doors located on escape and rescue routes in assembly rooms must open out in the direction of escape and may have no thresholds. During the time in which persons stay in assembly rooms, the doors of the respective escape and rescue routes must be able to be opened from inside easily and to their full width at all times.

6.10. Radiation protection

6.10.1. Radioactive materials

The use of radioactive materials is only possible with a special permit and MMG's approval. The permit must be applied for via the appropriate authorities in accordance with the Radiation Protection Directive valid at the given time and submitted to MMG at least 6 weeks prior to commencement of the given event. Insofar as a permit has been issued, the exhibitor must prove that the intended use of radioactive materials at the MOC is covered by the permit concerned.

See the Application for Preventive Fire Protection Measures form in the Order Forms for Exhibitor Services for further information.

6.10.2. X-ray equipment and spurious radiation equipment

The operation of X-ray and spurious radiation equipment requires a special permit and MMG's approval. The Directive on the Prevention of Damage by X-rays (RöV) valid at the given time must be observed. The operation of X-ray and spurious radiation equipment is subject to mandatory approval or notification pursuant to Sections 3,4,5 and 8 of the RöV. The relevant authority for Munich as the exhibition venue is the Munich State Factory Inspectorate to which the applications for approval or notification must be submitted. Notification must be submitted via the "Registration of Laser and X-Ray Equipment" form in the Order Forms for Exhibitor Services.

6.10.3. Laser equipment

The operation of laser equipment requires a special permit and MMG's approval. Notification of the operation of laser equipment is to be submitted to the relevant authority in accordance with BGV B 2 via the "Registration of Laser and X-Ray Equipment" form in the Order Forms for Exhibitor Services.

The operation of laser equipment will be checked by an independent inspector. The laser equipment may only be used if the conditions stipulated by the independent inspector are complied with.

6.10.4. High-frequency equipment, radio systems, electromagnetic fields

The operation of high-frequency equipment, radio systems and electromagnetic fields requires a special permit and MMG's approval.

The operation of high-frequency equipment and radio systems is only permitted if it complies with the provisions of the Telecommunication Installations Act and the Electromagnetic Compatibility of Equipment Act (EMVG) valid at the given time.

The use of paging systems, microport equipment, two-way radio intercom equipment and telecontrol equipment is subject to approval by the Telecommunications and Post Regulatory Authority. A copy of the approval documents issued by the Regulatory Authority is to be submitted to MMG in good time prior to the commencement of the given event.

Moreover, the operation of high-frequency equipment and radio systems is only permitted if a sufficiently large frequency gap is verifiably left between the frequencies/applications they use and those already in use at the MOC. This verification must be submitted to MMG. Details regarding the frequencies/applications in use at the MOC are available from the MOC Events Department.

6.11. Cranes, fork-lift trucks, exhibition goods, packaging, goods consignments

The forwarding agents under contract to MMG, hereinafter termed "official forwarding agents", exercise sole forwarding agent rights at the MOC e.g. transportation of exhibits, stand structures, etc. to the stands incl. provision of any auxiliary equipment required as well as customs clearance for temporary or permanent importation purposes. Only official forwarding agents may be appointed to render forwarding agent services at the MOC.

MMG assumes no liability whatsoever for any risks arising from the activities of the official forwarding agents. No empty goods or packaging of any kind may be stored on the stands.

The exhibitor is not entitled to designate MMG as the consignee for goods consignments (exhibition goods, stand-building materials, information material and the like) or any other consignments that are not meant for MMG but for the exhibitor or a third party. MMG is entitled but not obliged at the expense and risk of the given exhibitor and against reimbursement of all the costs incurred to accept and

store such consignments or appoint an official forwarding agent to store them, above all in respect of exhibition goods and packaging. No claims can be asserted against MMG to the effect that it accepted such consignments without checking their condition and completeness, did not check the cargo and forwarding-agent invoices issued or did not store or keep the given goods correctly.

6.12. Musical reproduction

For all types of musical and audio-visual reproduction, subject to the provisions of the Copyright Act valid at the given time, permission is required from the German Performing Rights Society (GEMA). The application for GEMA approval can be submitted via the corresponding form in the Technical Order Form Booklet.

Any non-approved musical reproductions may be subject to claims for damages being asserted by GEMA (Section 97 of Copyright Act).

6.13. Beverage dispensing systems

For the installation and operation of beverage dispensing systems on the stand, the relevant statutory legislation, above all the provisions of the Beverage Dispensing Systems Directive (TRSK) 400 No. 3.3.1 and No. 3.3.2 and the Operating Safety Directive (BetSichV) valid at the given time, must be observed. Further information can be found on the "Registration of Beverage Dispensing Equipment/Notification of Intention to Serve Food and Beverages" form in the Order Forms for Exhibitor Services.

6.14. Food supervision

In connection with the distribution of food samples for immediate consumption and the on-site sale of food and beverages, the relevant statutory legislation, above all the provisions of the Food Hygiene Directive valid at the given time, must be observed.

As far as the commercial production or distribution of food is concerned, the exhibitor must observe the provisions of the Infection Prevention Act. It is up to the exhibitor to inform himself about all relevant regulations, including those stipulated by local safety authorities, and to observe them. Further information can be found on the "Registration of Beverage Dispensing Equipment/Notification of Intention to Serve Food and Beverages" form in the Order Forms for Exhibitor Services.

6.15. Disturbance due to exhibition goods

Exhibition goods that, by virtue of their appearance, smell, noise, vibration or similar characteristics, constitute a significant disturbance to the running of the given event, and above all put event participants or third-party objects at considerable risk or impinge upon them, are to be removed immediately at MMG's request. This obligation of the exhibitor concerned still applies even if he indicated such characteristics in his application and his application was approved. Should the exhibitor fail to meet his obligation by not immediately removing the exhibition goods causing the disturbance, MMG is entitled to remove the exhibition goods concerned at the expense and risk of the exhibitor or close down his stand without the exhibitor being entitled to claim damages from MMG or the relevant organiser. In such cases, MMG decides when the stand that has been closed down should be dismantled.

If a fair, exhibition or other event is not organised by MMG but by another organiser, the organiser concerned is entitled to exercise MMG's rights described above.

7. Environmental protection

MMG is committed to the protection of the environment.

The exhibitor undertakes to ensure that he and his sub-contractors fully comply with all environmental protection-related regulations and requirements.

At the MOC, such materials and products as are characterised by their durability, repair friendliness and recyclability, as produce less waste or waste that is easier to dispose of and/or as are made of residual materials or waste should be used to the greatest possible extent.

No non-recyclable crockery should be used for catering purposes. Beverages should be served as far as possible in recyclable containers. Should however non-recyclable crockery be used in exceptional circumstances, it should only be made of such materials as rot in a neutral manner so that the ground water is not affected or as can be burnt in waste incinerators without producing residues harmful to the environment.

7.1. Waste management

Each exhibitor or contractor appointed by it (e.g. stand-builder, caterer, etc) generating waste at the MOC is responsible for the correct, environmentally friendly disposal of same. The exhibitor may only appoint MMG to dispose of the waste generated at the MOC. The exhibitor is to ensure that its customers only appoint MMG to dispose of the waste generated at the MOC. MMG is entitled to appoint its contractors to dispose of the waste generated at the MOC. In each phase of the event including the stand set-up and dismantling periods, attention is to be given to ensuring that waste is avoided wherever possible. This aim must already be pursued in the planning phase and in collaboration with all those involved. As a general rule, only such materials as are recyclable and pollute the environment as little as possible are to be used for stand-building and operation purposes.

7.1.1. Waste disposal

As part of its order placement duties, the exhibitor is to notify MMG in good time as to whether it wishes to have the waste generated during the stand-set-up and dismantling periods and/or during the event disposed of as mixed waste by MMG or whether it wishes to initially sort the waste into various recyclable categories (e.g. wood, glass, paper, cardboard, plastic, film/foil) and to have it then disposed of as pre-sorted, recyclable waste by MMG. Kitchen and catering waste and other waste contaminated with kitchen and catering waste may only be disposed of as mixed waste. The exhibitor is to have waste requiring special supervision (point 7.1.2.) and oils and grease (point 7.2.1.) disposed of separately by MMG.

The exhibitor is to collect the waste in appropriate containers which can be supplied by MMG on request subject to payment of a charge. Insofar as pre-sorted recyclable waste cannot be collected in containers supplied by MMG, the exhibitor will have to coordinate the nature of the collection and disposal of these materials with MMG.

The exhibitor is to register the production waste and demonstration residue it generates in good time with MMG for disposal while, at the same time, indicating the materials and quantities concerned.

The exhibitor is to ensure that contractors acting at the MOC on its behalf conduct themselves in the same way as the exhibitor is expected to do in accordance with the above regulations.

7.1.2. Waste requiring special supervision

The exhibitor is obliged to register with MMG in good time together with the relevant data safety sheet details and have disposed by MMG such waste as is by virtue of its nature, characteristics or quantity particularly hazardous to health or the environment, explosive or readily inflammable (e.g. batteries, varnishes, solvents, lubricants, machine oils, coolants, printing dyes and inks, paints).

7.1.3. Waste brought to the MOC

Such materials and waste as are generated in connection with the event or the stand set-up and dismantling periods may not be brought on to the premises or grounds.

7.1.4. Charges

Waste registered for disposal will be disposed of by MMG at MMG's prices valid at the time of the event. MMG reserves the right the demand higher charges for mixed waste than for the disposal of pre-sorted, recyclable materials.

MMG is entitled for such waste generated by the exhibitor or its contractors as has not been registered with MMG for disposal to charge lump-sum compensation equating to double the charge MMG would have raised for disposal of the same quantity of mixed waste. MMG's right to claim further compensation remains unaffected. The exhibitor may demand a reduction in the lump-sum compensation if it proves that MMG has incurred less damage. Waste generated by the exhibitor or its customers is considered to be all such waste as is located on the exhibitor's stand unless the exhibitor can prove that the waste has not been generated by itself or its contractors.

All such objects as are located on the exhibitor's stand after the exhibitor has recognisably left the stand will be treated as waste generated by the exhibitor or its contractors and not registered with MMG for disposal unless the exhibitor proves that these objects were neither in its possession nor in the possession of its contractors during the entire period of the event including stand set-up and dismantling times.

The exhibitor has the option during the dismantling period stated in the Terms of Participation between 08:00 hrs and 17:00 hrs of having the due and proper clearance of its exhibition stand confirmed by MMG.

7.2. Water, waste water, ground protection

7.2.1. Oil/Grease separators

Exhibitors producing, processing, demonstrating or serving food or other products containing more oil and grease than standard household quantities are to collect the oil and grease produced prior to the disposal of the food and products concerned separately from other waste in appropriate containers available on request from MMG subject to a charge and to put the containers on the perimeter of their stands for collection by MMG.

Exhibitors with such dishwashers or other kitchen equipment on their exhibition stands as are not of a standard household nature must drain off the waste water generated on their stands via oil/grease separators.

7.2.2. Cleaning/Detergents

MMG organises the cleaning of the areas of general access and other relevant areas at the MOC to the extent that they are not leased to exhibitors or other third parties. Exhibitors are responsible for cleaning their exhibition stands, which must be carried out and completed every day prior to the commencement of the fair or event. If exhibitors do not have the cleaning work performed by their own personnel, they are only allowed to appoint MMG-accredited contractors for this purpose. Such cleaning contractors as are not accredited by MMG will be asked to leave the exhibition area.

Only biologically degradable products may be used for cleaning work. Any liquids, substances or other materials as are absolutely essential for cleaning the stand and/or cleaning, operating and maintaining exhibits, should be used so professionally and correctly that no harm is caused to the environment. Residual materials including any aids (e.g. impregnated cleaning wool) used are to be correctly disposed of as special waste. Any detergents containing harmful solvents may only be used in exceptional circumstances in accordance with the relevant regulations.

7.3. Environmental damage

MMG must be notified immediately of any environmental damage/pollution (caused by e.g. petrol, oil, solvents, paint).