Messe München International

Important Notes

Intersolar Europe
June 13–15, 2012

Supplement to the General Terms of Participation (see application form)

All set-up work will be carried out by the Technical Exhibition Services Division (TES) of Messe München GmbH (MMG) and by its contracting firms. Please submit your order forms and sketches immediately – 6 weeks before the start of the official set-up at the latest. MMG reserves the right to charge an additional fee for late orders.

Stand set-up and dismantling

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

General Terms and Conditions governing the construction of stands

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

a) **Stand design, height of structures and advertisements**
Single-storey stands:
The maximum construction height is 6 m. The maximum height of advertisements (upper edge) is also 6 m.
Two-storey stand construction:
The maximum construction height is 7.5 m. The maximum height of advertisements (upper edge) is also 7.5 m. Please give consideration to the max. height of constructions alongside the hall walls (see description of halls and outdoor exhibition area).
The backs of stand walls facing neighbouring stands must be kept neutral, white, free of installation materials and clean above a height of 2.5 m. All exhibitors are advised to erect partition walls (height: 2.5 m) on the stand perimeters bordering on neighbouring stands. Partition walls are only erected at the request and expense of the exhibitor concerned. Orders for such walls and/or additional booth or cabin walls (height: 2.5 m) to be placed via forms 2.13 to 2.17. In the case of advertising structures directly facing adjoining stands, there must be a minimum distance of 2 m to the stand perimeters. Flashing or changing lights must not be used for advertising purposes.
The stand design must be adapted to suit the stand type rented (island, end, corner or row stand). Exhibitors must give due consideration to the character and image of the trade fair or exhibition concerned. If not, MMG is entitled to prescribe appropriate changes in stand design.

b) **Planning permissions**
Each installer of an exhibition stand bears individual responsibility for its structural design, installation and operation, as well as for compliance with all legal stipulations applying to exhibitions and fairs, and with the technical guidelines and terms of participation set out by Messe München GmbH.
No planning permission from Messe München GmbH is required given compliance with the following conditions:
– height of stand and advertising no more than 3 m
– size of stand less than 100 m^2
– no canopies or other stand coverings.
Such stand concepts as deviate from the above-mentioned requirements must be submitted for approval in duplicate by way of to-scale stand design plans (ground layouts, elevations and sectional drawings) to Messe München GmbH's TES Division no later than 6 weeks prior to the official start of the stand set-up period. Moreover, multi-storey stands and special constructions (such as bridges, stairs, cantilever roofs, galleries, etc.) are as a general rule subject to separate approval. Please consult the "Building Regulations" set out in form 1.3 for further information.
Please note under all circumstances the requirements set out in forms 1.1 to 1.3, the Technical Guidelines and the information included in the individual notices.

c) **Fire regulations**
In the case of one-storey structures, stand covers < 30 m^2 may be used after consultation with the TES Division. If larger areas are to be covered, a sprinkler system (see **form 5.3)** must be installed.
Different regulations apply to Hall B0 and entrance buildings. Please contact the TES Division for further information.
Any materials used for stand covers or for decorative purposes must be at least flame-retardant (in compliance with DIN 4102 or DIN EN 13 501-1). The appropriate proof that they have been tested must be submitted to the TES Division.
For safety reasons and as stipulated by the Munich Fire Department (Branddirektion München), electrical distribution systems, fire extinguishing equipment, hydrants, etc. must not be obstructed and must be freely accessible at all times during the fair or event.
Please check the plan of the halls that has been sent to you. If you so desire, you can request an enlarged section of the plan from Messe München GmbH's TES Division.
You will find further information in the leaflet 'Fire Protection Measures at Trade Fairs and Exhibitions' and on **form 1.2.**

Hall floors, ceilings and walls/Outdoor exhibition area

Hall floors must **not** be painted. It is not permitted to glue any kind of floor covering to plastic studded or natural stone floors; adhesive fixing of floor coverings to hall floors is permitted only with doubled-sided adhesive fabric tape. After the end of the trade fair floor coverings and adhesive tapes must be removed again. Joints to hall walls, ceilings and floors may under no circumstances be damaged by cutting or foundation works or similar. Drilling and the attachment of bolts or anchorages to floors (anchoring of special exhibits to hall floors see form 11.6), walls or ceilings is not permitted.
Precise plans of the position of anchorages for tents, guy ropes, flag poles and other earth works in the outdoor exhibition area must be submitted to the TES Division for approval. No excavations of any kind in the trade fair grounds are permitted without written authorization.

Important note:
Spilled oil damages the asphalt surfacing. The exhibitor shall bear the costs for repairs to soiled or damaged surfaces.

Official regulations and permits

The exhibitor and any stand-building company commissioned by him are obliged to adhere to the regulations in force concerning labour relations and social security.
In particular they must observe the regulations relating to social security contributions, including those for part-time or temporary employment (registration, social security card).
Notification must be given of welding, cutting and soldering work and all other work with an open flame.
Depending on stand construction and/or structural layout, connections to a grounded conductor may be required in accordance with VDE regulations (see also Guidelines on Electrical Installation in Exhibition Stands).
Outflow into the sewer system must not contain contaminants in excess of normal household levels. Waste water containing **oils or greases** in excess of these levels (e.g., from production refuse, commercial dishwashers, etc.) must be treated with **oil/grease traps.**
Radio antennas may be installed only by a contracting firm with the consent of the Messe München GmbH.
In accordance with the corresponding EMC/EMI directives currently in effect, proof of compatibility for the devices being used in the building/area must be produced in order to avoid mutual interference with respect to the operation of radio systems or any equipment with high-frequency emissions.
Radio systems must accordingly have an appropriate frequency spacing with regard to the frequencies/applications already in use on the fair grounds. A radio frequency plan of the New Munich Trade Fair Centre can be obtained on request from the TES Division.
As set out in the General Terms and Conditions for Participation 5.6 and 5.9, prior written permission must be obtained from Messe München GmbH for any demonstrations, **acoustic advertising,** or the use of machinery and equipment. These must be such as to cause no disturbance to neighbouring exhibitors. Messe München GmbH shall be entitled to prohibit any demonstrations that endanger or adversely affect the fair (such as through noise) to any considerable extent, notwithstanding the fact that prior permission has been granted. Official regulations must also be observed. **Form 1.2** provides information on the **fire protection measures** and lists equipment and plant which must be registered with and permission obtained from the Städt. Branddirektion (Municipal Fire Department).

Intersolar Europe
June 13–15, 2012

GEMA permit
According to Section 15 of the copyright law of 9 September 1965 the permission of GEMA – Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (Musical Performance and Mechanical Reproduction Copyright Watchdog) – must be obtained if music is to be reproduced on an exhibition stand.

GEMA Bezirksdirektion Nürnberg
Johannisstraße 1
90419 Nürnberg
bd-n@gema.de
www.gema.de

Limitation of volume of music transmission equipment
The maximum permitted noise level when using music transmission equipment with loudspeakers is 70 dB(A). In special cases, however, MMG reserves the right to impose further limitations. The exhibitor is obliged to ensure that the maximum permitted noise level is not exceeded. He must also permit MMG staff or their representatives to enter the stand at any time to check or adjust the volume.
If the exhibitor does not comply with these regulations MMG is entitled to interrupt, without any special notification, or cut off the power supply to the stand.

Work permits
If the setting up and dismantling of exhibition stands is to be performed by employees who are neither German nationals in the sense of Article 116 of the German Constitution, nor citizens of a member state of the European Union, such persons require a work permit issued by the Federal Institute of Employment. This does not apply to employees who retain their residence abroad while setting up or dismantling trade fair stands belonging to their foreign employer.
The work permit must be requested from the Arbeitsamt München (Munich Employment Office), Kapuzinerstrasse 26-30, 80337 München, Germany, or, if it is already planned to make use of foreign employees, from the Landesarbeitsamt Südbayern (South Bavarian Regional Employment Office), Thalkirchner Str. 54, 80337 München, Germany, in good time to allow a decision to be reached before the start of the employment for the said purpose. Personal applications can be made at the branch of the Employment Office at Geyerstrasse 32.
It is an offence under Section 404 Para. 2 of the 3rd Book of the German Code of Social Law (SGB III), either wilfully or negligently
– in contravention of Section 284 Para. 1 Sentence 1 of the SGB III to carry on an occupation as a non-German employee without a work permit,
– in contravention of Section 284 Para. 1 Sentence 1 of the SGB III to make use of a non-German employee without a work permit.
Such infringement is punishable by a fine of up to EUR 5,000.00 for the employee and EUR 250,000.00 for the employer. Approval must be obtained from the responsible authority for work on Sundays or bank holidays and for night work.

Complaints
must be made to MMG in writing immediately upon reception of the stand but not later than the last day of assembly, so that MMG can rectify any faults. Subsequent complaints cannot be considered and are not grounds for claims against MMG.

Insurance
The exhibitor is liable for any culpable damage to persons or property caused by him, his employees, representatives and their exhibition items or exhibition installations and equipment. Each exhibitor is obliged to take out insurance that provides sufficient coverage with an insurance company licensed to operate in the European Union and to pay the premiums incurred (including insurance tax) in good time. You may apply for such insurance using the forms included in the Order Forms for Exhibitor Services (see form 17.1).

Delivery of goods consignments
When you address goods consignments for delivery to your stand, we would ask you to include the following data on the consignment and/or inform your forwarding agent of the data concerned:
– Name of the event
– Hall (designation of hall: A or B or C and number of hall (1-6)) or in case of outdoor exhibition area (designation: F and block number (5-13))
– Stand number of your exhibition stand
– Name of exhibitor
– Messegelände /Willy-Brandt-Allee, 81829 München, Germany
Please note that Messe München GmbH staff will not accept receipt of goods consignments intended for exhibition stands/third parties.

Forwarding agents
The MMG-accredited forwarding agents are:
Schenker Deutschland AG
Kühne & Nagel (AG & Co.) KG
The use of forklifts and hired cranes is permissible only through the official forwarding agents. In certain cases, special approval by the MMG's TES Division may also be required.

Driving motor vehicles on the fair grounds
a) Persons driving motor vehicles of any kind on the fair grounds shall do so at their own risk. With the exception of the special cases mentioned under item b) no vehicles shall be driven on the fair grounds while the fair is open.
During the assembly and dismantling of stands, cars and trucks may enter the grounds for unloading and loading purposes only.
During the stand set-up and dismantling periods, parking spaces are available for cars/trucks, vans, trailers, containers, etc. (see item **Long-term parking spaces** below).
For security reasons, and to guarantee smooth traffic, assembly and loading, cars are to be parked outside the loading areas during the assembly and dismantling period.
b) Essential **deliveries** may be made at the gable ends of the halls between the hours of **8:00 and 19:00,** with **each delivery period** lasting **no more than one hour.**
On payment of a deposit of EUR 100.00, you will be issued a pass by the security personnel at specified gates. The gates in question will be indicated in the **Exhibitor Transport Guide**, sent to you separately. This pass will give you access to the area for one hour so that you can unload your goods at the hall, or so that you can take physically handicapped colleagues to the exhibition centre. As access to the loading areas interferes with the conduct of the fair, they may only be used for **deliveries between 7:00 and 8:00, and from approx. 18:00 to 19:00. For this reason, all delivery vehicles must have vacated the areas by 8:00 at the latest.**
Provided you leave within the stipulated one-hour period, your EUR 100.00 deposit will be returned to you. (Please attach the pass to the windscreen so that it is clearly visible.)
If vehicles are left in the grounds longer than one hour, the deposit of EUR 100.00 will be forfeited. Your vehicle will also be removed from the grounds and you will be liable for the costs. Please inform your staff, stand personnel and suppliers accordingly.
If service or repair work takes longer than this, a special pass can be obtained from the TES Division.
Entry onto the grounds is not possible on the last trade fair day from 12:00 (noon) until the trade fair closes.

Long-term parking spaces
For cars
Parking on the exhibition site is not permitted. Illegally parked vehicles will be towed away at the owner's cost. Long-term parking permits can be ordered with **order form 8.2.**
For trucks
Parking spaces in the vicinity of the trade fair grounds will be available for your vehicles during the trade fair. You will receive further information about parking facilities in a separate letter to exhibitors in good time before the start of the trade fair. Long-term parking permits for trucks can be ordered with **order form 8.2.**

Alterations
MMG reserves the right to make alterations with respect to technical organization and safety.