

IAA MOBILITY I Summit

Fairground Munich, September 4-8, 2023

Organizational & Technical Guidelines

As of May 2023

These *Organizational and Technical Guidelines* provide important information for the organization, planning and handling of the presentations on the fairground of Messe München. The German version is binding.

This preliminary version contains both the [Technical Guidelines of Messe München](#) and some specific information on the IAA MOBILITY. In case of deviations, the IAA-specific statements apply. Content will be updated regularly. Changes to previous versions will be marked correspondingly.

Further up-to-date information is available on www.iaa-mobility.com.

1. Introduction

1.1 Responsibility of the exhibitor

The exhibitor is responsible for ensuring that the stand erected by him or on his behalf and his overall presentation comply with the general statutory requirements, the [Exhibition Conditions](#) and these *Organizational and Technical Guidelines*.

For this reason, it is absolutely essential that the exhibitor forward all documents required for the planning (*Stand Confirmation*, *Organizational and Technical Guidelines* and *Exhibition Conditions*) to the company planning the stand.

The exhibitor is responsible for operational safety and for compliance with occupational health and safety, hygiene and accident prevention regulations for all works in the rented stand area. In particular, the regulations concerning the social insurance requirements applicable to part-time employees (reporting requirement, social security card) must be observed.

The IAA will be registered according to the Trade and Industry Code. The assessment as mandated by trade law includes the exhibition duration as well as the setup and dismantling period.

The current version of the [usage and house rules](#) applies during the event.

1.2 Contacts

Organizer

German Association of the Automotive Industry e.V.
(hereinafter referred to as organizer)
Behrenstr.35
10117 Berlin
Phone: +49 30 897842 0
E-mail: info@vda.de
Website: www.vda.de

in cooperation with
Messe München GmbH
Messegelände
81823 München
Phone: +49 89 949 20720
E-mail: info@messe-muenchen.de
Website: www.messe-muenchen.de

Project Management IAA

Jan Heckmann (VDA)
Phone: +49 30 897842 200
E-mail: jan.heckmann@vda.de

Christine von Breitenbuch (Messe München GmbH)
Phone: +49 89 949 20020
E-mail: christine.von-breitenbuch@messe-muenchen.de

General Organization Summit

Jessica Delvos (VDA)
Head of Summit
Phone: +49 30 897842 210
E-mail: jessica.delvos@vda.de

IAA Conference

Isabella Bayer (Messe München GmbH)
Head of Conference
Phone: +49 89 949 20023
E-mail: isabella.bayer@messe-muenchen.de

Exhibition Planning Summit

(Stand allocation / stand design / stand approval)
Hanna Koblenz (VDA)
Phone: +49 30 8978 42 204
E-mail: hanna.koblenz@vda.de

Technical implementation Summit

Technical Exhibition Services (TAS) (Messe München GmbH)
E-mail: tas.iaa@messe-muenchen.de

Security, Logistics, Traffic

Security, Logistics, Traffic (SLT) (Messe München GmbH)
E-mail: security@messe-muenchen.de

Exhibitor Service

Stephanie Gläßer (VDA)

Phone: +49 30 897842 202

Vi Linh Tran-Graef (VDA)

Phone: +49 30 897842 209

E-mail: mobility@iaa.de

Assistance

Anne Skrzypczak (VDA)

Phone: +49 30 897842 201

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Fangyuan Hong (Messe München GmbH)

Phone: +49 151 72921386

E-mail: fangyuan.hong@messe-muenchen.de

Sales, Partnerships & Sponsoring

Patrick Keller (Messe München GmbH)

Head of Sales, Partnerships & Sponsoring

Phone: +49 89 949 20021

E-mail: patrick.keller@messe-muenchen.de

Oliver Jänisch (VDA)

Phone: +49 30 897842 216

E-mail: oliver.jaenisch@vda.de

Reiner Strauch (VDA)

Business Development & Key Account Manager Automotive

Phone: +49 30 897842 207

E-mail: reiner.strauch@vda.de

Stefan Fischer (Messe München GmbH)

Key Account Manager Cycling & Micromobility

Phone: +49 170 182 13 95

E-mail: stefan.fischer@messe-muenchen.de

Marketing & Communication

Tim Benedict Wegner (VDA)

Head of Marketing & Communication

Phone: +49 30 897842-133

E-mail: tim.wegner@vda.de

1.3 Venue

Messe München GmbH

Messegelände

81823 München

1.4 Dates / Opening Hours Summit

Setup

August 26- September 2, 2023	00.00 – 24.00 h
September 3, 2023	7.00 – 18.00 h
	further details in section 6. Logistics, Traffic, Setup and Dismantling

Event

September 4, 2023 (Press Day Summit)	8.00 – 18.00 h exclusively for press and media representatives
September 5-8, 2023	9.00 – 18.00 h IAA Summit

All exhibitors are obliged to keep their stands manned during the opening hours.

The organizer reserves the right to change the opening hours at short notice.

On Press and Media Day, exhibitors and persons working on their behalf will have access to their stand area from 7.00 am to 19.00 h. On the other days of the event, access is possible from 8.00 to 19.00 h.

Dismantling

September 8, 2023	18.00 - 24.00 h
September 9-14, 2023	00.00 – 24.00 h
	further details in section 6. Logistics, Traffic, Setup and Dismantling

There is a general ban on smoking on all stand areas, in the general hall areas (e.g. aisle areas, quiet zones) and in the restaurants and bistros, both during the set-up and dismantling periods and for the duration of the event.

1.5 Guest Tickets

To attend the Summit, exhibitors can order the following types of tickets for distribution to third parties in the Exhibitor Shop:

Guest ticket trade visitor

(Day ticket Tuesday, September 5 - Friday, September 8, 2023) € 39,00

NEW Employee ticket I

(Day ticket / Tuesday, September 5 - Friday, September 8, 2023) € 19,90

NEW Employee ticket II

(Half day ticket from 12.00 h, Tuesday, September 5 - Friday, September 8, 2023) € 9,90

The tickets entitle the holder to a single entry on the days indicated.

NEW:

Stand rents include a flat rate for the purchase of guest and/or employee tickets:

Summit per m ² stand area	€ 50,00
Open Space per m ² stand area	€ 30,00

Exhibitor Passes are regulated separately and are not part of the ticket contingent (see section 1.6)

All prices plus VAT

Guest tickets ordered and redeemed in addition to the ticket flat rate will be settled after the event at the respective daily price.

The tickets will be sent as e-codes, which are issued as print@home tickets after successful registration in the Ticket-Shop.

The individualization of guest tickets with advertising is not possible.

Contact (available from the activation of the Exhibitor Shop from May 2023):

Customer Interaction Center

Phone: +49 89 949 11718

E-mail: shop@iaa.de

1.6 Exhibitor Passes

A limited number of Exhibitor Passes are available cost-free to the exhibitors and their staff during the event. These passes are valid for the whole duration of the IAA MOBILITY (September 4 to 10, 2023 incl. Press and Media Day) and can be used as well for the Summit as for the Open Space.

The number of cost-free Exhibitor Passes depends on the size of the rented stand area:

stand area up to 25 m ²	4 Exhibitor Passes
per each additional 10 m ²	1 Exhibitor Pass

Stand areas in the Open Space as well as in the open-air section of the fairground are considered for the calculation with 50% of the confirmed area.

Upper floor areas of multi-story exhibition stands are taken into account at 50% of the net area used.

If several stand areas are rented, the stand area relevant for the calculation of the passes is the sum of the individual areas. [In this case, the number of free Exhibitor Passes will be shown in the Exhibitor Shop as a total quota for all areas.](#)

Co-exhibitors are not entitled to free exhibitor passes from the organizer.

Once the invoice for the stand rent has been paid in full, the exhibitor passes will be available as eTickets from June onward, in the Exhibitor Shop of Messe München.

Additional Exhibitor Passes costing € 125.00 plus VAT can be ordered from the Exhibitor Shop. Unused Exhibitor Passes will not be invoiced.

[Exhibitor passes are valid for both the Summit and the Open Space in downtown Munich.](#)

» IAA MOBILITY 2023

Exhibitors' staff must be able to show their passes to the organizer or its representatives at any time.

IMPORTANT: For security reasons, each person must be identifiable. Exhibitor passes are therefore subject to registration and are not transferable!

1.7 General Program

Opening ceremony of the IAA MOBILITY (by personal invitation only)

September 5, 2023

14.00 - 15.00 h

Messe München

Opening ceremony Open Space

September 5, 2023

time and location tbc

As part of the **IAA Conference**, international keynotes, talks and debates on the mobility of the future will take place on the stages in the Summit halls from September 5 to 8 2023. The B2B conference of the IAA MOBILITY is in English.

1.8 Stand Rental on the fairground

(Minimum size 25 m² / Maximum size 2,000 m² per exhibitor/brand)

In the halls

Row stand (open on 1 side)	315 €/m ²
Corner stand (open on 2 sides)	370,00 €/m ²
Peninsula stand (open on 3 sides)	405,00 €/m ²
Island stand (open on 4 sides)	425,00 €/m ²

Outdoor areas between halls (limited availability in coordination with the organizer)

140 €/m²

Outdoor areas

110 €/m²

Additional booth level(s): 30% of the m² price for stand rental on ground level
(incl. supplementary charges for open sides)

All prices plus VAT

1.9 Cash sales

Own or third party products, services as well as samples or catalogs may only be handed out against payment on the exhibition stand, if the exhibitor has concluded a separate contract with the organizer for cash sales, including a concession fee in the amount of € 950.00 plus VAT per stand area. This also applies accordingly to the sale of subscriptions and paid memberships.

Cash sales on the exhibition areas is possible during the opening hours on all days of the event.

A highly visible pricing system for the services provided at the stand is obligatory during the entire exhibition period.

Contact:
Anne Skrzypczak (VDA)
Phone: +49 30 897842 201
E-mail: anne.skrzypczak@vda.de

1.10 Vehicle sales

Exhibitors in groups 1 to 4 are permitted to sell new vehicles from the current sales program for the German market to commercial customers as well as to reserve vehicles from product presentations that will be launched on the German market within the next six months after the end of the IAA 2023 for customers or to hold talks to initiate a purchase. Advertising for sales with IAA discounts is not permitted on the stands and other exhibition areas.

2. Preparation of the presentation

2.1 Planning and stand confirmation

With the activation of the IAA online registration portal, the organizer starts planning the hall layout.

Preferences stated at the time of booking with regard to stand placement and/or size will be taken into consideration as far as possible. Allocated areas may deviate from the desired stand size by plus or minus 10%.

Exhibitors will receive exact information on the placement and dimensions of stand areas together with stand confirmation. Stand confirmation is expected to be dispatched in April 2023.

Contact:
Hanna Koblenz (VDA)
Phone: +49 30 89 78 42 204
E-mail: hanna.koblenz@vda.de

2.2 Stand construction approval

Based on knowledge of and compliance with these Organizational & Technical Guidelines in the design and construction of the stand, it is not necessary to submit drawings for approval in the case of single-story stand structures with a floor area of < 100 m² or an overall height < 3 m in the halls. However, in order to exclude short-term changes on site as best as possible, submission is expressly recommended.

No stand construction permit is required when booking a [stand package](#). The stand construction guidelines must be complied with irrespective of this.

Special constructions are e.g. superstructures and exhibits over 4 m, closed ceilings, platforms and stages higher than 20 cm, moving components (e.g. turntables), glass constructions, standing-suspended constructions, LED walls, scene areas, cinema and show rooms, show trucks or flying constructions.

Exhibitors and their service providers are obliged to check whether the temporary installations or superstructures they are planning, whether in the halls or in the outdoor area, require approval. Questions will be answered by the Technical Exhibitor Service (TAS).

Contact:
Technical Exhibition Service (TAS) (Messe München)
E-mail: tas.iaa@messe-muenchen.de

Stand planning should be submitted to the organizer as early as possible but not later than June, 30, 2023.

The required documents must be sent (ideally in size DIN A3) as one coherent pdf file with a maximum size of 15 MB to the following address:

stand@iaa.de

The subject line must contain:

IAA MOBILITY 2023, hall/location, exhibitor name, stand number.

Late submission may result in much longer processing times. If draft designs arrive shortly before setup time the organizer reserves the right to inspect and check the stands on site. This may necessitate adjustments; any additional expenses incurred will be charged to the exhibitor.

The following documents must be submitted for examination and approval no later than 8 weeks before the beginning of setup:

Single-story constructions in the halls and in the open-air section:

- **Dimensioned floor plans** including information about stand construction and presentation of exhibits
- **Dimensioned views** and sections
- **Maximum five renderings** of the draft design
- **For vehicle presentations:**
Indication of the vehicle position on the floor plan, showing the type of vehicle and the type of powertrain (see section 5.5 presentation of vehicles)
- If necessary: **escape route plan** showing the widths and lengths of all necessary escape routes
- If necessary: dimensioned **ceiling plan** showing closed areas
- **For the open-air section: structural analysis** in German **from a construction height of 3 m** if necessary. Submitted analyses will be examined by Messe München GmbH and are subject to a fee for the exhibitor. The billing is based on the actual expenditures. Calculations submitted unchecked will be checked by Messe München GmbH for a fee. In the event of type certifications, no structural analysis is required.
- All texts and captions in German or English

Two-story and special constructions in the halls and in the open -air section, rooms with seating for 200 or more people or darkened rooms for projection / film screenings

- **Dimensioned floor plans** including information about stand construction and presentation of exhibits
- **Dimensioned views** and sections
- **Maximum five renderings** of the draft design
- **For vehicle presentations:**
Indication of the vehicle position on the floor plan, showing the type of vehicle and the type of powertrain (see section 5.5 presentation of vehicles)
- If necessary: **escape route plan** showing the widths and lengths of all necessary escape routes
- If necessary: dimensioned **ceiling plan** showing closed areas
- **Specification** including details of construction materials (possibly including certificates), presentations, technical equipment (e.g. smoke alarm, air conditioning system) and lighting
- **Calculations** of top floor areas and supporting structures
- **Form 1.3 Application of special stand constructions** (upon request via the Technical Exhibition Service or in the Exhibitor Shop)

- If necessary: **Structural analysis** in German. Submitted analyses will be examined by Messe München GmbH and are subject to a fee for the exhibitor. The billing is based on the actual expenditures. Calculations submitted unchecked will be checked by Messe München GmbH for a fee. In the event of type certifications, no structural analysis is required.
- All texts and captions in German or English

All stand constructions will be examined by the organizer. The documents will be returned to the exhibitor/planner with digital approval notices. This does not relieve the exhibitor of his responsibilities.

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. The organizer 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 stability and traffic safety even if the items concerned have received prior approval.

Upright structural elements or special constructions (e.g. freestanding walls, tall exhibits, tall decorative elements, LED walls), that may fall over, must be able to withstand the following horizontally impacting equivalent distributed load q_h :

$q_{h1} = 0.125 \text{ kN/m}^2$ up to 4 m height from upper edge of floor;

$q_{h2} = 0.063 \text{ kN/m}^2$ for all surfaces above 4 m in height from upper edge of floor

The reference surface in such cases is the surface potentially exposed. The verification documentation drawn up for this purpose is to be provided at the request of the organizer.

Stand structures in the outdoor area must be dimensioned for the corresponding wind loads.

The exhibitor bears the main responsibility for ensuring that the exhibition stand, the exhibits and the whole exhibition presentation comply with general statutory requirements, the *Exhibition Conditions* and the *Organizational & Technical Guidelines*, and must be able to demonstrate this if necessary.

The latest version of the building and venue regulations of the state of Bavaria (*Bayerische Bauordnung* and *VStättV Bayern*) are also applicable.

The exhibitor assumes the duty to ensure the safety of visitors to his exhibition area. He is solely responsible for the safety of his structures, equipment and exhibits and must ensure compliance with the requirements in accordance with the existing guidelines.

The organizer and the respective authorities may inspect the stand construction for compliance with the guidelines at any time during the construction period and the event. The exhibitor must ensure that the approved draft plan is available on site during construction and can be reviewed at any time.

To the extent that the exhibitor or the stand-builder commissioned by him 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 commissioned stand-builder agrees to exempt the organizer from all claims by third parties that may be asserted due to violation of the above stand construction regulations.

Stand structures which are not approved and do not comply with the technical regulations or with the state of the art, or which are not safe must be modified or removed if necessary. If this is still pending after a specified deadline, the organizer is entitled to have the work carried out at the expense and risk of the exhibitor.

2.3 Exhibitor services on the fairground & advance payment invoice

Services for supplying the exhibition areas can be ordered online via the Messe München Exhibitor Shop.

The access data will probably be sent by e-mail in May 2023 by Messe München GmbH. The Shop is expected to go live in mid-May 2023.

Prior to this, the current [price list for services](#) is available in the exhibitors' section on www.iaa-mobility.com.

Probably at the end of May 2023, exhibitors will receive an invoice for the advance payment for services by Messe München GmbH. The calculation of the advance payment is based on 15.00 € / m².

This advance payment for services is not a lump sum payment and will be invoiced after the event as part of the final invoice for the services actually ordered.

Information on order deadlines is available in good time in the Exhibitor Shop. Orders must be placed in accordance with the specified deadlines. Messe München GmbH cannot guarantee execution in the event of late submission. Orders received shortly before the start of stand set-up will be subject to a substantial late order surcharge.

2.4 Accommodation

The following contacts will be happy to help with searching for and booking accommodation:

Munich Tourism

Guest- und Hotelservice

Phone: +49 89 233-96555

E-mail: tourismus.gs@muenchen.de

TRADEFAIRS

Phone: +49 69 9588-3616

E-mail: messe-muenchen@tradefairs.com

CHECK-IN! Accommodation Munich

Phone: +49 89 437397-89

E-mail: info@checkin-muenchen.de

2.5 Communication fee

The communication fee of € 950.00 plus VAT is compulsory for every exhibitor and co-exhibitor and covers the following services:

- Listing with complete address and communication data in the IAA App and the IAA Exhibitor Portal
- 3 entries in the List of Products and Services in the IAA App and the IAA Exhibitor Portal
- Teaser text in all exhibitor lists (80 characters German + English) in the IAA Exhibitor Portal plus company text (800 characters German + English) in the exhibitor profile in the IAA App and in the IAA Exhibitor Portal
- Key visual in the exhibitor profile in the IAA App and in the IAA Exhibitor Portal
- Social media links in the IAA App and the IAA Exhibitor Portal
- Alphabetical entry with address data, incl. web address in the IAA Visitor Guide

2.6 Press

The IAA MOBILITY Press and Media Day will be held as part of the Summit on September 4, 2023 on the exhibition grounds.

Press conferences or other press activities are only possible for exhibitors and only on the exhibition grounds and can be held on the exhibitor's own stand area, on the stages of the IAA Conference or in the halls of the ICM or the Press Centers West or East.

In order to enable people with hearing impairments to participate in the press activities, the provision of sign language, written interpreters or induction systems is recommended.

2.7 Advertising and marketing

Within the framework of the IAA MOBILITY, there are various opportunities for advertising and sponsoring.

Contact:

jl.medien | IAA Media Services

Phone: +49 89 66616644

E-mail: info@iaa-media.de

Media Sales Messe München

E-mail: mediasales.iaa@messe-muenchen.de

2.8 Daytime and evening events

Exhibitors can hold individual daytime and evening events in the rented stand areas.

All events at the stands must be registered and approved. They may be held only after coordination, examination and written approval by the Technical Exhibition Service (TAS).

Registration of daytime and evening events is carried out via Messe München GmbH's Exhibitor Shop. When applying to stage a daytime or evening event, the exhibitor must submit a concept for invitation management and implementation on site.

All events must be registered at the latest 4 weeks before the implementation. Registrations forms received later can only be considered after prior coordination.

Registration of day events are free of charge. Registrations for evening events are subject to a fee. Depending on the stand area a basic fee will be charged to cover the additional costs incurred in connection with the evening events (e.g. additional work for security personnel, cleaning, toilets, etc.):

bis 199 m ² :	1.700 EUR
200 - 499 m ² :	2.000 EUR
500 - 999 m ² :	2.500 EUR
ab 1.000 m ² :	3.000 EUR

All prices plus VAT

The costs include the event duration until 24.00 h. An extension is not possible. For the time after 10:00 p.m., additional costs in the amount of EUR 3,000 will be incurred. Individually caused costs are not included.

Depending on type and scope of the event and the hygiene regulations in force at the time of the IAA, additional costs (e.g. for security services, cleaning) may be incurred.

Exhibitors' daytime / evening events may be held solely on the rented stand area. Any conversion measures required must take place outside the opening times and in consultation with the Technical Exhibition Service (TAS). Escape and rescue routes must be kept clear at all times.

The maximum number of participants at daytime / evening events is determined by the size of the stand area and the respective valid requirement of the Bavarian state government at the time of the event. Additional hygienic protection requirements may also affect the number of participants. The exhibitor is responsible for ensuring that this limit is not exceeded.

During the event, it must be ensured that aisle areas and neighbouring stand areas are not involved. For the general protection of neighbouring stand areas against unauthorised access, damage, etc., Messe München GmbH will schedule security staff. The exhibitor organising the evening event is liable for any damage and cleaning costs incurred. The instructions of the security and security staff appointed by Messe München GmbH must be followed.

The exhibitor carrying out the event is liable for any damage and cleaning costs incurred as a result of the evening event.

In order to ensure a trouble-free process, it is recommended to coordinate with the stand neighbours in advance.

For all events, the noise level may not exceed a maximum of 70 db(A) at the perimeter of the stand. In the case of acoustic presentations, we recommend informing neighboring exhibitors in advance.

Depending on the type and scope of the event, individual event plans or programs may be requested for examination of the fire-protection requirements (e.g. illuminated exit signs).

For contracted service providers (e.g. catering, bands, event technology) the entry to the fair-ground via the open entry gates is possible without special advance notification from 16.00 h, provided the event has been registered and approved and the vehicle occupants can identify themselves as contractors of the event.

In accordance with the current requirements of the Bavarian state government at the time of the planned event, additional and prior registration of service personnel may be necessary. Entry to the fairground is only possible for delivery and transport vehicles. The designated parking spaces are available for cars and passenger transport vehicles.

All vehicles must leave the exhibition grounds by 1.00 h of the following day at the latest. Vehicles remaining on the exhibition grounds after 1.00 h will be removed for security reasons and a fee will be charged.

The accounts for the events will be completed after the IAA MOBILITY. Any additional costs incurred will be invoiced separately.

Contact:
Security, Logistics, Traffic (SLT) (Messe München GmbH)
E-Mail: security@messe-muenchen.de

2.9 Additional rooms and spaces on the fairground

For special additional events, e.g. conferences or company presentations, exhibitors can temporarily rent conference rooms of various sizes on the exhibition grounds.

Exhibitors also have the option of renting additional office and ancillary rooms in the exhibition halls. The ancillary rooms are only available to a limited extent. They can only be rented for the entire duration of the exhibition and may not be sublet to third parties.

Contact:
Stefanie Loher (Messe München GmbH)
Phone: +49 89 949 20306
E-mail: stefanie.loher@messe-muenchen.de

Technical Exhibition Service (TAS) (Messe München GmbH)
E-Mail: tas.iaa@messe-muenchen.de

Exhibitors have the option to rent parking spaces for containers or refrigerated vehicles on the exhibition grounds. The fee is € 2,100.00 plus VAT per parking space (2.50 x 6.50 m). This price also applies to the floor space of multi-story units. The exhibitor can submit the demand for parking spaces informally to the organizer. As the contingent of spaces is limited, this should be done in good time.

Contact:
Technical Exhibition Service (TAS) (Messe München GmbH)
E-mail: tas.iaa@messe-muenchen.de

2.10 Support staff and services

Assistants for setup and dismantling, and hostesses, service staff, interpreters, moderators or artists can be ordered via the Exhibitor Shop.

2.11 Service facilities on the fairground

[Information on service facilities](#) is available online at any time and will be updated regularly.

2.12 Cleaning & detergents

The cleaning of the areas of general access and other relevant areas on the fairground will be organized on behalf of the organizer to the extent that they are not leased to exhibitors or other third parties.

Exhibitors are responsible for cleaning their exhibition stands. This must be carried out and completed every day prior to the start of the fair or event. If exhibitors do not have the cleaning work performed by their own personnel, they must appoint Messe München GmbH contractors only for this purpose. Such cleaning contractors as are not accredited by Messe München GmbH will be requested to leave the exhibition area.

Only biologically degradable products may be used for cleaning work. Any liquids, substances or other materials that 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 be used only in exceptional circumstances in accordance with the relevant regulations.

2.13 Environmental protection

The organizer is committed to the protection of the environment.

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

On the fairground, such materials and products as are characterized 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.

In case of any environmental damage or pollution (caused by e. g. petrol, oil, solvents or paint) the organizer has to be informed immediately.

Disposable tableware should be avoided for catering. Beverages should be procured in reusable containers as far as possible. If, however, disposable crockery is used in individual cases, only materials that rot without affecting the groundwater or that can be incinerated in waste incineration plants without leaving environmentally harmful residues may be used.

The distribution of plastic bags as well as other disposable plastic items (e.g. cups or stirrers) is prohibited.

2.14 Waste management on the fairground

Pursuant to the Recycling Management Act, the Industrial Waste Directive (GewAbfV) and the Waste Framework Directive (Directive 2008/98/EG with amendments via Directive (EU) 2018/851), the prime aim is to avoid generating waste at trade fair centers during the stand setup period, the duration of the fair and the dismantling period. Exhibitors and their contractors are obliged to contribute to this in every phase of the event. This aim must be pursued at all times, even in the planning stage, and coordinated with all parties involved.

As a general rule, materials and products should be used on the exhibition grounds that are characterized by durability, ease of repair, and reusability or recyclability, that result in less waste or waste that is easier to dispose of compared to other materials and products, or that are made from residual materials or waste.

The exhibitor may only appoint Messe München GmbH to dispose of its waste at the exhibition center. The exhibitor is to ensure that its contractors only appoint Messe München GmbH to dispose of their waste at the trade fair center.

Messe München GmbH is entitled to appoint its contractors to dispose of waste at the trade fair center.

Waste disposal and the proper separation of wastes produced during setup and dismantling, as well as of wastes produced in the stand areas during the event, shall be coordinated centrally and carried out by the service partners of Messe München GmbH.

Exhibitors shall be charged for these services on the basis of the compulsory flat-rate waste disposal fee of € 6.50 /m² of stand area (ground level) plus VAT.

The exhibitor will be charged the corresponding amount at the time of registration acceptance before the beginning of the event.

The flat-rate disposal fee does not include the disposal of production wastes (e.g. kitchen and catering waste or wastes from machinery presentations), individual stand construction elements or complete exhibition stands. The disposal of these wastes must be registered in good time by contacting the Technical Exhibition Service (TAS) and indicating the type of the materials and quantities concerned.

The exhibitor may only appoint Messe München GmbH with the disposal of this waste on the fairground. The exhibitor is to ensure that also his contractors appoint Messe München GmbH only with the disposal of waste at the exhibition center. Messe München GmbH is entitled to appoint its approved contractors with the disposal of waste on the fairground.

Waste registered for disposal will be disposed of by Messe München GmbH at the prices valid at the time of the event. Messe München GmbH reserves the right to demand higher charges for the disposal of mixed waste than for fully presorted, recyclable materials. For such waste generated by the exhibitor or his contractors as has not been registered with Messe München GmbH for disposal, Messe München GmbH is entitled to charge lump-sum compensation equating double the charge it would have raised for disposal of the same quantity of mixed waste. Messe München GmbH's right to claim further compensation remains unaffected.

The exhibitor may demand a reduction in the lump-sum compensation if he proves that Messe München GmbH has incurred less damage. Waste generated by the exhibitor or his customers is considered to be all such waste as is located on the exhibitor's stand, unless he can prove that the waste has not been generated by him or his contractors.

No containers for non-recyclable, recyclable and residual waste made of flammable materials are to be used on the stands. Any non-recyclable, recyclable and residual waste produced on the stands should be disposed of regularly, on the evening of each event day at the latest. They should be placed at the edge of the aisle-side of the stand for collection purposes. 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.

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

Such materials and waste as are not used or generated in connection with the given event in the stand construction or dismantling periods or its actual duration may not be brought to the fairground.

All such objects as are located on the exhibitor's stand after the exhibitor has recognizably left the stand will be treated as waste generated by the exhibitor or his contractors not registered with Messe München GmbH for disposal unless the exhibitor proves that these objects were neither in his nor in the possession of his contractors during the entire period of the event, including stand setup and dismantling times.

The exhibitor has the option during the dismantling period stated in the Terms of Participation, between 08:00 and 17:00, of having the due and proper clearance of his exhibition stand confirmed by Messe München GmbH.

Materials left behind may be disposed of without verification of value at the exhibitor's expense for an increased fee.

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 the organizer'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, the organizer 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 the organizer. In such cases, the organizer decides when the stand that has been closed down should be dismantled.

3. Planning of the Presentation

3.1 Contacts

Exhibition planning

(Stand allocation / stand design / stand approval)

Hanna Koblenz (VDA)

Phone: +49 30 8978 42 204

E-mail: hanna.koblenz@vda.de

Technical planning

(Support and approval of stand constructions, technical services)

Technical Exhibitor Service (TAS) (Messe München GmbH)

E-mail: tas.iaa@messe-muenchen.de

3.2 Concept and design of the presentation

The equipment and design of the stand and the necessary construction is the responsibility of the exhibitor.

In terms of sustainability, the stand construction should use mainly recyclable and/or reusable materials. Certified CO₂-neutral appearances are desirable, but not required.

The stand design is as open as possible and focuses on conveying the main points of the content. The organizer is authorised to prescribe changes to the stand design if necessary.

Stand construction at boundaries along hall aisles shall be as transparent as possible. At least 50% of the frontage along the aisles has to be open.

Walls may be built directly at the open stand boundaries, provided that they are no longer than 50% of the stand side length and no longer than 10 meters at a stretch. In addition they have to be designed in an attractive way with graphics, niches, display cases or displays.

Maximum height for the upper edge of construction and advertising in the halls is uniformly 7.50 m.

In certain areas lower construction heights may be necessary for design reasons (e.g. to safeguard necessary visual axes). The corresponding “construction windows” will be shown in the stand sketches included in the stand confirmation and will replace the general design guidelines.

The minimum equipment of the stands consists of floor covering, back wall and lighting.

Stand walls are obligatory at the closed stand sides and must be at least 2.50 meters high. The maximum height allowed can be taken from the table on page 23. It is recommended to co-ordinate the heights of the partition walls with the neighbors. Protruding partition walls must be kept smooth, neutral, white and clean.

Partition walls can be ordered via the Exhibitor Shop. 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.

Stand and exhibit inscriptions, logos and trademarks may not exceed the specified height. In the case of advertising materials pointing towards a directly adjacent neighboring stand, a distance of 1 m should be kept free to the perimeter of the stand concerned.

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

Supply shafts and ducts in the hall floor must remain accessible if necessary. More detailed information on the location of the supply channels and, if necessary, information on accessibility can be obtained from the Technical Exhibition Service (TAS).

Trusses for lighting may be suspended from the hall ceiling or mounted on pillars. Exhibitors are free to choose the heights of trusses and attached banners up to the maximum height permitted in the hall. The minimum height for the bottom edge is 3.0 meters clearance.

Exhibits and construction elements must not exceed the stand boundaries. This also applies to lights.

The organizer reserves the right to approve exceptions to the design guidelines in special cases and to prescribe changes in the stand design.

NEW 3.3 Accessibility

When designing the stands, particular attention must be paid to accessibility.

It must be ensured that all relevant exhibition areas and their facilities, including those on upper floors, are accessible to and usable by persons with limited mobility without assistance.

Any necessary aids (e.g. wheelchair ramps with an appropriate gradient ratio) must be provided by the exhibitor within the stand areas.

3.4 Stand construction materials and decorations (embellishments)

In terms of sustainability, stand construction should predominantly use recyclable and/or reusable materials.

Products produced by exploitative child labour as defined by ILO Convention 182 may not be used for the design and furnishing of the stand.

As a general rule, no easily flammable materials, materials that drip or melt when burning, toxic gases or materials producing heavy smoking / sooting, such as most thermoplastics including polystyrene (Styrofoam), whatsoever may be used.

Decorative materials must be classed as being at least extremely flame-retardant (class B1), may not drip or melt when burning pursuant to DIN 4102-1, may only produce a limited amount of smoke or comply with class C (C -s2, d0) pursuant to EN 13501-1. A test certificate in German verifying the fire classification of the materials used must be available for presentation.

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

Any mountings, fasteners and ties required for structural or load-bearing purposes must be made of non-flammable materials.

As a rule, materials such as bamboo, reeds, hay, straw, mulch or peat do not meet these requirements and are in general to be protected separately or treated with a suitable and approved fireproofing agent, to be coordinated with the Munich Municipal Fire Department and taking account of the processing instructions.

The use of deciduous and coniferous shrubs or bushes is only permitted if they have moist root balls. If during the event it becomes apparent that the trees and plants are drying out and thus becoming easily flammable, they must be removed.

Consent can in particular be made subject to the general fire load to be considered.

3.5 Glass

Only safety glass suitable for the respective application may be used.

Edges of glass panes must be machined or protected in such a way that there is no risk of injury. All-glass components must be marked at eye level.

For load-bearing structures made of glass (in accessible floors, ceilings, exterior facades and/or parapets) in stand constructions / event areas on the open-air site, the requirements and specifications of the Technical Building Regulations (DIN) and standards (in the currently valid version) shall apply exclusively:

- DIN 18008-1: Glass in Building - Design and construction rules, Part 1:
 - Terms and general bases (2010-12)
- -DIN 18008-2: Glass in Building - Design and construction rules, Part 2:
 - Linearly supported vertical glazings (2010-12)
- -DIN 18008-3 Glass in Building - Design and construction rules, Part 3:
 - Point-fixed glazing (2013-07)
- DIN 18008-4: Glass in Building - Design and construction rules, Part 4:
 - Additional requirements for barrier glazing (2013-07)

- -DIN 18008-5: Glass in Building - Design and construction rules, Part 5:
 - Additional requirements for walk-on glazing (2013-07)
- -DIN 18008-6: Glass in Building - Design and construction rules, Part 6:

Additional requirements for walk-on glazing in case of maintenance procedures and for fall-through glazing (2013-07)

On the basis of the above-mentioned building regulations / sets of rules, all glass constructions are to be used according to the planned purposes, as

- vertical glazing, safety barrier glass if applicable
- overhead glazing
- walk-on glazing

require auditable structural verification and rule-compliant execution on the basis of the aforementioned construction rules and regulations.

Further information can be found in the [Data sheet Use of Glass and acrylic glass](#) in stand construction inside exhibition halls.

3.6 Security

General surveillance of the exhibition grounds during assembly and dismantling as well as during the event is carried out on behalf of the organizer. However, it does not serve to protect the property of individual exhibitors. Complete surveillance and control of the exhibition grounds is expressly not guaranteed. The contracted security and order service is authorized to carry out the measures necessary for control and guarding.

It is expressly recommended that exhibitors commission additional individual security guards for their stand areas both during assembly and dismantling and during and outside opening hours.

Stand guards may only be provided by the security and security services approved by Messe München GmbH for the exhibition center.

All employees of security and public order services commissioned by exhibitors require personalized accreditation before commencing their activities. A prerequisite for the issuance of an accreditation is a prior official background check (ZVÜ) based on the Bavarian Police Duties Act (PAG).

In case of a corresponding official risk assessment, a reliability check can also be extended to other service areas.

The security-related responsibility for the exhibition area lies with the exhibitor. This includes, among other things, the short-term implementation of stand closures, e.g. in the event of overcrowding of the stand, and the associated queue management.

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

3.7 Hall aisles, emergency exits, escape hatches

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.

Hall aisles designated as such may not be built over or obstructed in any way whatsoever. This also applies in cases where Messe München GmbH has allowed exhibitors to incorporate space from the aisles into their stand design. These areas must be visually designed in such way that they are recognizable as areas belonging to hall aisles.

Doors along emergency escape and rescue routes must be easy to open from the inside and to their full width.

Exit doors, emergency escape hatches and signs indicating their position may not be obstructed, built over, blocked, covered or made unrecognizable or inaccessible in any other way.

Information stands, tables and other furnishings may only be located near entrances, exits and access to stairways if sufficient room is left between them.

Materials required for stand-building purposes or exhibits delivered for immediate setup on the stand may be deposited in hall aisles briefly providing the minimum aisle widths required for safety reasons are observed and logistical needs given due consideration. This is considered to be the case if a strip along the stand perimeter to the hall aisle with a maximum width of 0.90 m is used for depositing the items concerned.

On the main aisles (connecting aisle between two opposing hall gates) a passage with a minimum width of 2 m (red floor markings) must be kept clear.

Areas in front of emergency exits and the hall aisle intersections must be kept clear across their full width at all times. Hall aisles may not be used for setting up assembly areas or erecting machines (e. g. woodworking machines, work benches).

Messe München GmbH may moreover demand the immediate clearance of hall aisles for logistical reasons.

3.8 Safety equipment in the halls

Sprinkler systems, fire alarms, emergency call facilities, 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.

3.9 Emergency evacuation

The organizer is entitled to order rooms, buildings halls and / or outdoor exhibition areas halls to be closed and evacuated for safety and above all regulatory compliance reasons. The exhibitor has to inform his employees of this procedure. He must draw up his own evacuation plans and make them known should this be required by law or ordered by the relevant authorities or Messe München GmbH. As and when required, he is responsible for ensuring that his stand is evacuated.

3.10 Exits, escape routes

Stands with a floor area of up to 100 m² require one exit with a clearance width of at least 0.90 m.

Stands with a floor area of more than 100 m² require two exits, each with a clearance width of at least 0.90 m.

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.

Stands with a floor area of more than 200 m² require two exits, each with a clearance width of at least 1.20 m.

For stands with a floor area of more than 400 m², the Technical Exhibition Service stipulates the number of exits and their respective clearance width in compliance with the statutory and regulatory requirements valid at the given time.

The width of the escape routes (exits, stairways, corridors) shall be dimensioned according to the largest possible number of persons who will be dependent on the escape routes in the event of an incident.

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 ISO 7010, BGV A8 or ASR A1.3.

3.11 Meeting and common rooms

Any partitioned rooms on stands in the halls must offer users an unobstructed line of sight in the direction of escape towards the nearest emergency escape / rescue route.

All measures that compromise a clear line of sight in the direction of escape of the nearest emergency escape / rescue route or its accessibility are prohibited.

To the extent that 200 or more seats need to be arranged, the total number of seats and the escape / rescue routes must be shown in a separate plan (seating plan scale 1:200) to be submitted to Messe München GmbH in triplicate, whereby the width of the escape / rescue routes is to be based on the maximum number of persons the room can accommodate and sized accordingly. 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.

Meeting and common rooms that may be accessed or left only via another room ("trapped rooms") are not permitted on stands located in halls.

The Assembly Place Directive (VStättV) applying at the given time (with particular regard to the operating requirements in part 4 with paras. 31 through 43, as well as para. 10 sect. 1, para. 14 sect. 3 and para. 19 sect. 6) requires compliance.

The width of the escape / rescue routes in assembly rooms is to be based on the maximum number of persons the room can accommodate and sized accordingly. 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.

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.

Exits in darkened rooms must be lit adequately (signs according to DIN EN ISO 7010 or ASR A1.3). 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 colored 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 by using the order form *Application for Preventive Fire Protection Measures* for exhibitor services.

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 0.40 m 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.

The organizer reserves the right to impose any additional safety or fire protection requirements until a fire protection inspection has been carried out. The organizer reserves the right to impose additional requirements if the need arises.

3.12 Doors

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. In the case of show areas as defined in the Assembly Place Directive (VStättV) valid at the given time, a person responsible for event systems or an event system specialist (pursuant to paragraphs 39 and 40 in the Assembly Place Directive) is to be notified by name to the Technical Exhibition Service.

The use on emergency escape / rescue routes of swing doors, revolving doors, security coded doors, sliding doors, lift doors or any other device that could act as an access barrier is prohibited.

3.13 Stand covers

All stand covers require the prior written approval of Technical Exhibition Services.

The halls of Messe München GmbH are equipped with an automatic fire-extinguishing system, the effective operation of which may not be hindered by any stand ceilings. Irrespective of their size, stand ceilings of any kind are subject to approval and must be registered at the Technical Exhibition Service (see *Application for Preventive Fire Protection Measures* in the order forms for exhibitor services).

Stand ceilings in halls A1–A6, B1–B6, C1–C6 must be at the very least flame-retardant (DIN 4102 or DIN EN 13501-1). The relevant test certificate should be submitted or available for presentation on the stand.

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 ceilings larger than 30 m² are not necessary if the coverings meet the following requirements:

- 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 VDS Schadenverhütung GmbH (Independent Fire Protection and Safety Institute of the German Insurance Association). The degree of openness of the given structure must be proven verifiably.
- The covering is fire-resistant and its horizontal installation below sprinkler units has been approved by VDS Schadenverhütung GmbH (wide-mesh netting or smoke-out fabric). VDS Schadenverhütung GmbH's written approval should be submitted to Technical Exhibition Services in compliance with VDS Schadenverhütung GmbH's installation instructions is required.

Clearance of at least 0.50 m must be guaranteed between stand perimeters and directly neighboring stands to ensure that the maximum permitted continuous area of 30 m² is not exceeded due to the aggregation of several ceiling or canopy sections. Messe München GmbH's approval is required for any reduction in the minimum 0.50 m clearance stipulated.

In Hall B0 as well as in the North, East, West and North-West Entrances only such mesh / netting materials as have been approved by VDS and are sprinkler-compatible may be used. Horizontal coverings in the entrance buildings wider than 1 m must be approved by the Technical Exhibition Service.

Further information is available in the [Data sheet Installation of sprinkler-compatible materials and fabrics](#) for further information on materials approved for stand coverings and the suppliers of such materials.

3.14 Safety lighting

Stands whose specific design or structure render the existing general safety lighting ineffective must be equipped with their own, additional safety lighting. It is to be installed according to currently accepted technical standards. It must be mounted such that safe orientation and access to the general escape routes is guaranteed.

3.15 Fire extinguishers

In each stand area (tent, container) and other facilities, there should be at least one **water-based** fire extinguisher (content: min. 9 l), a carbon-dioxide extinguisher (content: min. 5 kg) in kitchen areas, as well as for any area with lighting or sound equipment (mixer, amplifier, dimmer, etc.) and one fat-fire extinguisher (content: min. 6 l) in accordance with EN 3 or DIN 14406 in areas where deep-fat fryers are operated.

Powder extinguishers may only be used (e.g. heating systems) after approval by Messe München GmbH, OpenMesseService (OMS).

The locations of the fire extinguishers are to be marked with safety signs pursuant to ISO 7010, sign F01 (or comparable signs). Fire extinguishers must be checked by a specialist at least every two years.

To ensure a clear allocation of the fire extinguishers within the stand area, they must be marked by the exhibitor with *IAA MOBILITY 2023, stand number and name of the exhibitor*.

3.16 Multi-story constructions

Two-story exhibition stands can be built in Halls A1 - A3 and B1 - B3 providing prior approval has been granted by Munich Municipal Fire Department, the organizer and the Technical Exhibition Service.

Approval is dependent on the required position in the hall and the floor space needed. An essential factor in the approval process is what effect the given two-story stand will have on the design and transparency of the hall as well as on neighboring stands.

Two-story stand structures must be constructed in such a way that assembly and dismantling can be carried out within the period of time scheduled for the event.

Load-bearing components, ground floor ceilings and upper story floors must be made of at least flame-retardant (according to DIN 4102 or EN DIN 13501-1) building materials.

Floor coverings, wall panelling and ceilings can be made of such building materials as are allowed and normally used for stand-building purposes.

Anchoring materials to the floors in the halls is not permitted.

The clearance height in internal areas of multi-story stands must be at least 2.40 m on both the lower and upper floors.

A sprinkler system needs to be installed in accordance with VDS regulations if the covered stand area exceeds 30 m², with one sprinkler unit to be installed for every 12 m² of covered space or part thereof. All rooms erected within this area are to be included in the protection provided by the sprinkler system.

The minimum distance for stairways, open cabins, terraces / catering areas to the edge of aisles and to the perimeter of a neighboring stand is 3 m. If it is impossible to maintain the minimum distance to the neighboring stand, some form of screening of at least 2 m in height is to be erected in the area concerned for privacy purposes.

The floor of the upper story of a two-story stand within an exhibition hall must be designed to with- stand working loads in compliance with DIN EN 1991-1-1 (2010) in conjunction with DIN EN 1991-1-1/ NA (2010) Table 6.1DE:

- If the story is used for meetings and customer service purposes, i. e. it is furnished with tables and chairs in a free arrangement or in the form of meeting cabins, it must with- stand a working load of 3 kN/m² (Category C1).
- For unlimited use as an exhibition or sales area, as an assembly room with or without rows of chairs, the floor of the upper story must be able to withstand a working load of 5 kN/m² (Category C3). A horizontal load of $H = P/20$ (P = working load) is to be as- sumed if sufficient longitudinal / lateral stability is to be achieved. The respective use must be marked clearly in the plans submitted for approval purposes. Stairways must always be able to withstand working loads of 5 kN/m².

The bottom of any balustrades must be fitted with skirting of at least 0.05 m in height as well as kneehigh skirting, grid or solid panelling or similar to prevent persons from falling.

To prevent objects (e. g. glasses) from being placed on balustrades where they can easily fall off, the handrails or the tops of the balustrades must be appropriately shaped e. g. circular or semi-circular. Balustrades should be designed and constructed in compliance with section 3.17.

General statutory building regulations require compliance. The organizer reserves the right to impose further requirements in respect of safety and fire protection until such time as acceptance of the given stand has been granted.

3.17 Platforms, ladders, stairs, bridges

Generally accessible areas that are directly adjacent to areas that are more than 0.20 m lower must be enclosed with parapets. These must be at least 1 m high. There must be at least one top chord, one middle chord and one bottom chord.

Single-step access landings must not be more than 0.20 m high. The maximum permitted height for single-step, open-access platforms is 0.20 m.

Static load verification is to be provided for platforms with a height of 0.50 m and more. The platform floor must be designed to comply with DIN EN 1991-1-1 (2010) in conjunction with DIN EN 1991-1-1/ NA (2010) Table 6.1 DE Category C1 or C3 depending on the specific use made of it. This equates to a working load of $q_k = 3 \text{ kN/m}^2$ for cafés and reception areas; for areas where a large number of persons gather, 5 kN/m^2 applies.

Ladders, stairs and walkways must comply with accident prevention regulations.

Stairs require a minimum clear width of 1 m. The height of the riser may not exceed 0.19 m and the tread depth no less than 0.26 m.

Stairways must always be able to withstand working loads of 5 kN/m^2 . Balustrades and banisters must be designed to withstand loads of 1 kN/m at handrail height. Proof must be provided that the pressure applied by the supports does not exceed the maximum permissible pressure the hall floor can withstand (see section 4.1. Hall data).

On two-story stands with an area covered by the upper story of up to 100 m^2 , only one stairway is required. The stairway must emerge beyond the covered area of the stand. The length of any escape route from the upper floor to a main hall aisle on the ground floor may not exceed 25 m.

On stands with an upper story area in excess of 100 m^2 , at least two stairways are required, to be located at opposite ends of the stand. Half of these stairways must emerge beyond the covered area of the stand.

Handrails must offer a secure grip and be of a continuous nature. Two handrails are to be fitted on stairways that are wider than 1 m.

Winding or spiral stairways are not permissible on emergency escape / rescue routes.

All stairways should be designed to comply with DIN 18065. No items may be stored or shelving installed in areas on or under stairways without risers.

Stands with a floor area of more than 200 m^2 require two exits, each with a clearance width of at least 1.20 m.

For stands with a floor area of more than 400 m^2 , the Technical Exhibition Service stipulates the number of exits and their respective clearance width in compliance with the statutory and regulatory requirements valid at the given time.

The width of the escape / rescue routes (exits, stairways, aisles) is to be based on the maximum number of persons needing to use the escape / rescue routes in an emergency and sized accordingly.

In the case of multi-story stand structures in the open-air section, each main unit used on each story must be equipped with two separate escape routes. An exit out into the open air may be no further than 30 m from any point on the stand. Each story must be equipped with at least one exit leading out into the open air designed such that it can be used without risk as an escape route (with its own stairway or outside staircase).

3.18 Stand constructions in the open-air section

All stand structures in the outdoor exhibition area must be designed to withstand any wind loads occurring, pursuant to DIN EN 1991-1-4 and taking account of the site-related wind zone. If the structure concerned can be classed as a temporary structure in accordance with art. 72 BayBO (Bavarian Building Directive), the wind loads pursuant to DIN EN 13814, 5.3.3.4. (for event installations) or DIN EN 13782, 6.4.2.2. (for tents) can be applied.

The erection of such temporary structures as require execution approval in accordance with art. 72 of the Bavarian Building Directive (BayBO) must be applied for with the Munich City Council—Department for Urban Planning and Building Regulations—subject to submission of the test log and compliance with the statutory deadlines.

Postal address:

Landeshauptstadt München

Referat für Stadtplanung und Bauordnung Hauptabteilung IV - Lokalbaukommission

Blumenstraße 28 b

80331 Munich, Germany

The costs of the stand design approval process (see rear of “Application for Special Stand Designs” form) will be charged to the exhibitor.

Should an operational load case pursuant to DIN EN 13814, 5.3.3.4. be asserted, the discontinuation of operations required as of wind speeds of $v_{10} = 15$ m/s (including in single gusts) must be organizationally ensured by the exhibitor / stand operator.

The stand operator is required to observe weather forecasts and to take the necessary precautionary measures in case of severe weather warnings, up to stand dismantling or cessation of operations. In addition, the trade fair organizer will issue a general severe weather warning to all exhibitors.

For any mobile equipment (such as small exhibits, furniture, parasols, small advertising displays, etc.), the exhibitor / stand operator must ensure that, in the event of severe weather warnings, these may be dismantled and adequately secured at short notice at all times.

Upon submission of the registration - but no later than the start of stand setup - a person responsible for technical matters is to be appointed with details of name and mobile phone number, who can be reached throughout the entire setup, dismantling and event periods, and can immediately initiate and implement the necessary measures in the case of storm warnings or disruptions through to the cessation of operations.

For anchorages of tents, guy-ropes and flagpoles as well as for other earthworks in the outdoor exhibition area, detailed site plans have to be submitted to the Technical Exhibition Service for written approval.

No earthwork in the exhibition center grounds may be performed without written approval. The Technical Exhibition Service is to be notified prior to the commencement of earthwork in the exhibition center grounds.

Exhibitors with stands bordering the edge of the fairground are not allowed to use the fencing for their own purposes. Use of the outside of the fencing for advertising purposes is prohibited. This also applies during the stand setup and dismantling periods.

Stand components, signs and flags must be fitted in such a way as to avoid unreasonably disturbing others, particularly other exhibitors and visitors. Misleading company signs must be removed if the exhibition management considers this necessary.

Exhibits higher than 10 m must be registered for approval via the appropriate form in the Order Forms for Exhibitor Services 12 weeks prior to the commencement of the trade fair at the latest.

Flagpoles in the open-air section must be erected such that flags and all associated equipment do not extend beyond the stand boundaries.

The use of liquid gas for heating purposes is prohibited. Suitable oil-fired heating can be used if approved by Munich Municipal Fire Department.

In other respects, the general regulations and those applying to the hall area are also valid for the outdoor exhibition area insofar as they can be meaningfully applied to them.

3.19 Kitchens / catering

It is possible in principle to distribute food and beverages for immediate consumption within the stand, provided that this complies with the current legal regulations, in particular the German Food Hygiene Directive (Lebensmittelhygieneverordnung). The hygiene protection requirements currently in force at the time of the event may still require changes.

The sale of food and beverages is not permitted.

Disposable tableware should not be used for catering. Wherever possible, beverages should be procured in reusable containers. If, however, disposable tableware is used in individual cases, only materials that decompose in a groundwater-neutral manner or can be incinerated in waste-to-energy plants without leaving environmentally harmful residues may be used.

Logistics and work areas are to be considered and planned outside of necessary escape routes.

In order to optimize logistical processes, it is recommended that a Messe München catering partner be engaged. The overview of companies is available on request.

Contact:

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For the installation and operation of beverage dispensing systems at 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 (BetrSichV) must be observed.

Further information can be found in the [Data sheet *Serving of Food and Beverages, Operation of Dispensing Equipment*](#) in the order forms for exhibitor services.

Exhibitors producing, processing, demonstrating or serving food or other goods containing oil and / or grease in quantities exceeding those of a standard household nature are prior to the disposal of the food and goods concerned to collect the accumulated oil and grease separate from other waste in appropriate containers provided on request upon payment of a charge by Messe München GmbH and to place them on the perimeter of their stands ready for collection by Messe München GmbH.

If non-household dishwashing and other kitchen equipment is used, the wastewater generated must be discharged via grease separators. The order form for the installation of a grease separator can be requested from the Technical Exhibition Services.

As a special safety precaution, all 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.

The use of liquid gas for heating and cooking purposes is prohibited.

Please note the information of the Munich fire department regarding the installation of liquid gas systems at events.

In order to avoid odour nuisance, odour formation of any kind in the halls must be avoided. Kitchen fumes must be discharged into the open air, if necessary an extractor fan with active carbon filter may be sufficient. Further information can be obtained from the Technical Exhibitor Service (TAS).

3.20 Passenger elevators and dumb waiters

If passenger elevators or dumb waiters are to be operated, they must bear a CE mark and a declaration of conformity. Before they may be operated, they must be inspected by an authorized person, and an inspection certificate must be submitted. Furthermore, the operating instructions must be available, and staff must have been instructed in their use. The staff members of Messe München's Technical Exhibitor Management are the persons in charge.

3.21 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, wall paper or adhesives be applied to them.

The hall components and technical facilities may not be subjected to any strain from stand constructions or exhibits for which they are not intended. 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.

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.

Joints on hall walls, ceilings and floors may under no circumstances be damaged by caulking or foundation work or the like. No bolts or anchorages for stand structures may be fitted.

Securing exhibits via floor anchorages is only possible in exceptional, justified cases and only with the prior, written consent of the Technical Exhibition Service. To this end, the floor anchorages required should be registered in writing with the Technical Exhibition Service two weeks prior to the commencement of the stand setup 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 Messe München GmbH's consent, flatrate repair charges of EUR 90 per drill hole plus VAT will be raised. Further information is available from the Technical Exhibitor Service.

Usage of the utility ducts is reserved exclusively for Messe München GmbH's relevant service partners.

Any damage caused by exhibitors or their agents within the trade fair center, its buildings or facilities will be remedied by Messe München GmbH at the expense of the exhibitor concerned at the end of the given event.

4. Technical Services

4.1 Technical Data of the halls

Halls	A1–A6 B1–B5	B6 (High hall)	C1–C6
Length	161 m	161 m	139 m–143 m
Width	71 m	71 m	71 m
Total exhibition area	approx. 11,000 m ²	approx. 11,000 m ²	approx. 10,000 m ²
Clear height of longitudinal wall (longitudinal hall perimeter between entrances)	approx. 5.70 m	approx. 7.80 m	approx. 5.70 m
Clear height of hall girder supports (transverse hall sides)	approx. 10.75 m	approx. 15.25 m	approx. 10.75 m
Clear height of tie (hall center) Clear height absorbent bulkhead (Hall C6)	approx. 11.50 m	approx. 16.00 m	approx. 11.50 m
Hall floor	stone mastic asphalt	stone mastic asphalt	stone mastic asphalt
Permissible distributed load	5 t/m ² (50 kN/m ²)	5 t/m ² (50 kN/m ²)	5 t/m ² (50 kN/m ²)
Permissible point load (support area 0.3 m x 0.3 m, spacing approx. 1.5 m) does not apply to utility duct covers	5 t (50 kN)	5 t (50 kN)	5 t (50 kN)
Permissible ground pressure (heavy-duty vehicles) under wheel and individual loads	60 t/m ² (600 kN/m ²)	60 t/m ² (600 kN/m ²)	60 t/m ² (600 kN/m ²)
Permissible distributed load for suspensions (related to stand space rented)	5 kg/m ²	5 kg/m ²	5 kg/m ² (Hall C5–C6 20 kg/m ²)
Entrance gates: (Size) and [Number] Vehicular access permitted No vehicular access	(4.5 m x 4.5 m) [6] (2.5 m x 4.5 m) [4]	(4.5 m x 4.5 m) [8] (2.5 m x 4.5 m) [2]	(4.5 m x 4.5 m) [6] (2.5 m x 4.5 m) [4]
Artificial illumination	200 Lux/m ²	200 Lux/m ²	200 Lux/m ²
Ventilation	partly air-conditioned	partly air-conditioned	partly air-conditioned
Utility ducts transverse across hall: dimension between axes	5 m	5 m	4.3 m (*)
Width of utility ducts Width of utility duct cover	0.35 m 0.43 m	0.35 m 0.43 m	0.35 m 0.43 m
Utility connections: – Water – Wastewater – Sprinklers – Compressed air – Gas (availability depending on area coverage)	DN 25/min. 3.5 bar DN 100 DN 50 DN 50/min. 10 bar DN 25/20 mbar	DN 25/min. 3.5 bar DN 100 DN 50 DN 50/min. 10 bar DN 25/20 mbar	DN 25/min. 3.5 bar DN 100 DN 50 DN 50/min. 10 bar DN 25/20 mbar
Electricity supply	200 W/m ²	200 W/m ²	200 W/m ²
Telecommunications – User-neutral, wireline connections (phone, fax, analog, LAN)	300	300	300
Wideband connections (TV)	150	150	150
Fiber-optic connections (Single-mode and / or gradient)	150	150	150

(*) Hall C1 also has two utility ducts along the longitudinal axis of the hall.

Separate Technical Guidelines apply for the foyer of the ICM – Internationales Congress Center München.

None of the halls (apart from Hall B0 in the ICM and the northern front ends of Halls C1–C6) have supporting pillars.

The general artificial hall lighting is approx. 50 lux/m² measured 1 m above the floor and will be provided by Messe München GmbH. Each hall is lit by daylight and artificial light.

Apart from Hall B0 all halls can be accessed by vehicles at walking pace.

The underfloor utility ducts can withstand the weight of a vehicle when covered over. With evenly distributed load, their load-bearing capacity corresponds to that given for the respective hall floors.

The maximum point load given for the hall floors excludes the areas of the utility ducts. Passenger and freight elevators shall not under any circumstances be loaded beyond the permissible limits. The handling of freight in passenger elevators and on moving staircases is prohibited. Messe München GmbH is to be compensated by the exhibitor or its agents for any damage caused by non-compliance with these rules.

The technical supply of the stands is provided via the utility ducts located approx. every 5 m in the hall floor (approx. 4.50 m in Hall C1-C6 and approx. 4.85 m in Hall B0). In addition to the section ducts in the transverse direction of the hall, Hall C1 also has two section ducts in the longitudinal direction of the hall.

4.2 Electrical installation

Orders in the Exhibitor Shop must be accompanied by a floor plan showing the desired position of the connections.

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, Messe München GmbH is entitled to upgrade the electrical installation at the expense of the exhibitor at the prices stated in the order forms for exhibitor services without being asked to do so by same, such that the above requirement is met.

The Technical Exhibition Service reserves the right to restrict the electrical connection to one basic connection per stand for reasons of safety.

Electrical installations from the utility ducts to the stands may only be fitted by Messe München GmbH and / or contractors appointed by it. The electrical installations to be exclusively fitted by Messe München GmbH and / or contractors appointed by it include the main electrical connection and cabling, master fuse and, if applicable, the master switch / electricity meter.

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 (German Association of Electrical Engineering, Electronics and Information Technology) regulations, VDS regulations and accepted technical practice. Electrical installation work within the confines of the stand can also be carried out by Messe München GmbH and / or contractors appointed by it providing an appropriate order is submitted.

All electrical installations must be fitted in compliance with the latest safety regulations issued by the German Association of Electrical Engineers (VDE), whereby special attention should be given to VDE 0100-718, 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 [Data sheet Electrical Installation on Exhibition Stands](#) require compliance.

All exhibition stand electrical installations will be inspected by an expert for compliance with the regulations effective at the given time for the Munich Exhibition Center. The inspection will be organized by Messe München GmbH.

Any connections, machines or equipment that have not been authorized, 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 Messe München GmbH at the expense and risk of the exhibitor.

Power supply lines will be laid in utility ducts wherever possible. It takes place via corridor if the location of the connection point requires it. Messe München GmbH is entitled to guide electrical cables and connections serving neighboring stands through the exhibitor's stand, unless Messe München GmbH is able to provide the electrical connection to the neighboring stand at the exhibitor's stand at the same or lower cost without laying cables and connections.

Should the exhibitor wish power lines to be laid across public aisles or third-party stands, Messe München GmbH'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-kW/h prices shown in the Order Forms for Exhibitor Services.

The use of generators on the stands is prohibited unless prior written approval has been obtained from the Technical Exhibition Service.

Exhibitors are expressly forbidden to obtain electricity from neighboring stands. Furthermore, exhibitors are not entitled to supply any third parties at the trade fair center apart from his co-exhibitors with electricity. This applies particularly to neighboring stands. Furthermore, exhibitors are not entitled to supply any third parties at the trade fair center apart from his co-exhibitors with such electricity as is supplied to him by Messe München GmbH. This applies particularly to neighboring stands.

Electrical switchgear must not be accessible to visitors.

For safety reasons, the organizer reserves the right to switch off the exhibitor's power supply after the event has finished.

4.3 Installations of water

Orders in the Exhibitor Shop must be accompanied by a floor plan showing the desired position of the connections.

All installations on stands must comply with the relevant drinking water regulations valid at the given time such that any reduction in the quality of drinking water due to the installation and operation of a water / wastewater connection is ruled out.

Prior to being fed into the hall supply system, the water is channelled via a water treatment plant (chlorine dioxide). The process is in compliance with the relevant drinking water regulations.

The exhibitor is responsible for ensuring that the water / wastewater installation is able to cater for all items on the stand requiring water / wastewater facilities such that they can all operate simultaneously.

Should Messe München GmbH determine that the water / wastewater installation ordered by the exhibitor cannot guarantee the simultaneous operation of all items requiring such facilities, Messe München GmbH is entitled to upgrade the water / wastewater installation at the expense of the exhibitor at the prices stated in the Order Forms for Exhibitor Services without being asked to do so by same.

Water / wastewater facilities from the utility ducts to the stands may only be installed by Messe München GmbH and / or a contractor appointed by it. The water / wastewater installations encompass the main water connection (supply and drainage) with supply and drain pipes as well as a water meter if applicable.

Plumbing facilities (water / wastewater 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 Messe München GmbH and / or contractors appointed by it providing an appropriate order is submitted.

To the extent that plumbing work including connecting up equipment requiring water (devices with water supply and wastewater drainage facilities, e. g. sinks) is not to be carried out by Messe München GmbH and / or contractors appointed by it, the exhibitor has to notify Messe München GmbH in good time prior to the commencement of the work concerned, but 14 days prior to the start of the stand setup period at the latest, as to which plumbing contractors and / or plumbers will be carrying out the plumbing work. If Messe München GmbH is not supplied with this information by the set time, Messe München GmbH will connect up the equipment requiring water / wastewater facilities and charge the exhibitor with the costs incurred at the prices stated in the Order Forms for Exhibitor Services.

Any connections, machines or equipment that have not been authorized, 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 Messe München GmbH at the expense and risk of the exhibitor.

For safety reasons, dishwashers without a fitted drainage pump are not to be connected to the water mains if the drainage gradient is insufficient.

The connection of refrigerators / freezers with open refrigeration cycles should be registered at the Technical Exhibition Service. The water consumed will be measured via meters and charged at the rates stipulated in the Order Forms for Exhibitor Services. Messe München reserves the right to prohibit the use of refrigerators / freezers with open refrigeration cycles.

In cases where water is used on the stand, e.g. for ponds and fountains or for water wall, air humidifier and other spray systems, perfectly hygienic conditions must be guaranteed at all times. Verification of compliance is to be presented at the request of the exhibition company.

The exhibitor is not allowed to obtain water for his stand from such persons as have not been authorized to supply water by Messe München GmbH. Exhibitors are expressly forbidden to obtain water from neighboring stands. Furthermore, exhibitors are not entitled to supply any third parties at the trade fair center apart from his co-exhibitors with such water as is supplied to him by Messe München GmbH. This applies particularly to neighboring stands.

Water / wastewater 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. In the outdoor exhibition area, water / wastewater facilities can generally be installed; the piping can be laid either along the ground or underneath it. In exceptional circumstances, the required location may be so unfavourable that the connection ordered cannot be installed or that, in doing so, additional costs may be incurred.

Messe München GmbH is entitled to run water / wastewater pipes and connections serving neighboring stands across the exhibitor's stand unless Messe München GmbH can provide the water / wastewater connection to the neighboring 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, Messe München GmbH'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 Order Forms for Exhibitor Services. Wastewater polluted with chemicals may not be fed into the sewage system (see also Item 6.2.1.).

Chemically contaminated wastewater must not be discharged into the sewer system.

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

4.4 Suspensions from the hall ceiling

Orders in the Exhibitor Shop must be accompanied by a floor plan showing the desired position of the connections.

The provision of attachment points for suspensions is possible in halls and will be carried out exclusively by Messe München GmbH.

To the extent structurally feasible, the exhibitor will be provided with a fixing point at the desired position above the stand area.

Modifications to the suspension structures may only be carried out by Messe München GmbH. Messe München GmbH will use specialist companies as subcontractors for this purpose.

Each suspension point of the hall ceiling structure can withstand a maximum perpendicular load of 100 kg. The maximum area load is 5 kg/m² (halls C5 / C6: 20 kg/m²) of stand area. For each suspension point, the load must be individually specified and supporting documents provided on request. Suspension points for heavier loads only on request.

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. Messe München GmbH will review the feasibility of the desired fixing points on the basis of the documents submitted.

Items may only be suspended using the technical facilities intended for this purpose and in accordance with the provisions set out in the German Statutory Accident Insurance, DGUV Regulation 17.

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 authorized to do so in compliance with relevant German and / or EU regulations and accepted technical practice.

With regard to the attachment of objects to be suspended, the relevant safety provisions are to be observed. These also and especially include the provisions of the German Statutory Accident Insurance, DGUV Regulation 1 (Principles of Prevention), DGUV Regulation 17, DGUV Regulation 54, DGUV Notice 215-313 and, if applicable, the VStättV directive governing places of assembly. Cable connections for loadbearing purposes must comply with DIN 56-921-11; cable clamps may not be used.

Further information on approved fastening materials are available in the [Data sheet Suspension units](#)

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 Messe München GmbH's prior written authorization.

4.5 Compressed-air

Orders in the Exhibitor Shop must be accompanied by a floor plan showing the desired position of the connections.

The supply of compressed air to the stand areas is possible in the halls and in the outdoor area. It generally occurs via a connection to a compressor station. Messe München GmbH reserves the right to install a compressor for the supply of compressed air on the stand in cases where, for instance, little compressed air is required.

The use of a compressor to be supplied by the exhibitor himself has to be notified to the Technical Exhibition Service four weeks prior to commencement of the stand construction period of the given event at the latest.

Compressed-air facilities from Messe München GmbH's own mains to the individual stands may only be installed by Messe München GmbH and / or a contractor appointed by it. The compressed-air installations encompass the main compressed-air connection together with associated compressed- air supply lines.

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 Messe München GmbH and / or contractors appointed by it providing an appropriate order is submitted.

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 Messe München GmbH and / or contractors appointed by it providing an appropriate order is submitted.

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To the extent that compressed-air installation work including connecting up equipment requiring compressed air (appliances with compressed air connections) is not to be carried out by Messe München GmbH and / or contractors appointed by it, the exhibitor has to notify Messe München GmbH in good time prior to the commencement of the work concerned, but 14 days prior to the commencement of the stand setup period at the latest, as to which contractors and / or fitters will be carrying out the compressed-air installation work. If Messe München GmbH is not supplied with this information by the set time, Messe München GmbH 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 authorized, 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 Messe München GmbH at the expense and risk of the exhibitor.

The exhibitor is responsible for ensuring that the compressed-air installation is able to provide all items on the stand requiring compressed air with sufficient compressed air such that they can all operate simultaneously. Should Messe München GmbH determine that the compressed-air installation ordered by the exhibitor cannot guarantee the simultaneous operation of all items requiring compressed air, Messe München GmbH is entitled to upgrade the compressed-air installation at the expense of the exhibitor at the prices stated in the Order Forms for Exhibitor Services without being asked to do so by same.

Compressed-air supply lines 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. Messe München GmbH is entitled to run compressed-air supply lines and connections serving neighboring stands across the exhibitor's stand unless Messe München GmbH can provide the compressed-air connection to the neighboring stands at the same or lower cost without laying supply lines and connections across the exhibitor's stand.

Should the exhibitor wish compressed-air supply lines to be laid across public aisles or third-party stands, Messe München GmbH's prior approval must be sought. Any compressed-air supply 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.

The exhibitor is not allowed to obtain compressed air for his stand from such persons as have not been authorized to supply compressed air by Messe München GmbH. Exhibitors are expressly forbidden to obtain compressed air from neighboring stands. Furthermore, exhibitors are not entitled to supply any third parties at the trade fair center apart from his co-exhibitors with such compressed air as is supplied to him by Messe München GmbH. This applies particularly to neighboring stands.

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

4.6 Gas installations

Orders in the Exhibitor Shop must be accompanied by a floor plan showing the desired position of the connections.

The exhibitor is responsible for ensuring that the gas installation is able to provide all items on the stand requiring gas with sufficient gas such that they can all operate simultaneously. Should Messe München GmbH determine that the gas installation ordered by the exhibitor cannot guarantee the simultaneous operation of all items requiring such facilities, Messe München GmbH is entitled to upgrade the gas installation at the expense of the exhibitor at the prices stated in the Order Forms for Exhibitor Services without being asked to do so by same.

Gas supply facilities from the utility ducts to the stands may only be installed by Messe München GmbH and / or a contractor appointed by it. The gas installations encompass the main gas connection with supply lines and stopcock as well as a gas meter if applicable.

Gas supply lines 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. In exceptional circumstances, the required location may be so unfavourable that the connection ordered cannot be installed or that, in doing so, additional costs may be incurred.

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

To the extent that gas installation work including connecting up equipment requiring gas (appliances with gas connections) is not to be carried out by Messe München GmbH and / or contractors appointed by it, the exhibitor has to notify Messe München GmbH 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 gas installation work. If Messe München GmbH is not supplied with this information by the set time, Messe München GmbH will connect up the equipment requiring gas and charge the exhibitor with the costs incurred at the prices stated in the Order Forms for Exhibitor Services.

Messe München GmbH is entitled to run gas supply lines and connections serving neighboring stands across the exhibitor's stand unless Messe München GmbH can provide the gas connection to the neighboring stands at the same or lower cost without laying supply lines and connections across the exhibitor's stand.

Should the exhibitor wish supply lines to be laid across public aisles or third-party stands, Messe München GmbH's prior approval must be sought. Any gas supply 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 gas 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 order forms for technical exhibition services.

The use of gas for lighting and / or heating purposes (e. g. radiation heaters) as a stand design element is prohibited. As a rule, exhibits are exempted from this requirement.

All burners must be equipped with low-setting controls or automatic ignition devices. The exhibitor assumes sole responsibility for compliance with the relevant safety regulations, above all those stipulated by DVWG, TÜV (Technical Inspectorate), Munich Municipal Fire Department and Munich Municipal Works Department.

The exhibitor is not allowed to obtain gas for his stand from such persons as have not been authorized to supply gas by Messe München GmbH. Exhibitors are expressly forbidden to obtain gas from neighboring stands. Furthermore, exhibitors are not entitled to supply any third parties at the trade fair center apart from his co-exhibitors with such gas as is supplied to him by Messe München GmbH. This applies particularly to neighboring stands.

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

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

4.7 Information and communication services

Orders in the Exhibitor Shop must be accompanied by a floor plan showing the desired position of the connections.

All fixed-line connections for information and communications services are provided exclusively by Messe München GmbH.

Stand telephone, fax, data and antenna connections are available via connection points located in the hall floor. RJ 45 is the connection system used or, in the case of fibre optic connections, E 2000.

The operation of high-frequency equipment, radio systems and electromagnetic fields requires a special permit and Messe München GmbH's approval. It is only permitted if it complies with the provisions of the Telecommunication Installations Act (BGBI I) and the Electromagnetic Compatibility of Equipment Act (EMVG). 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 fairground. This verification must be submitted to Messe München GmbH. Details regarding the frequencies / applications in use at the trade fair center are available from the Technical Exhibition Service.

In case exhibits are shown or stand decorations used, in which electrical, magnetic or electromagnetic fields are generated, the provisions of the Twenty-sixth Ordinance for the Implementation of the Federal Immission Control Act must be adhered to.

Electrical installations or exhibits and the exhibition stands are to be designed in such a way as to prevent the power supply network of the exhibition facility being affected by unacceptably high harmonic oscillations (dirty power).

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 Messe München GmbH in good time prior to the commencement of the given event.

4.8 Sprinkler systems

The halls are equipped with sprinkler systems. Every second utility duct is fitted with a main sprinkler connection via which the stands can be supplied.

4.9 Heating, ventilation

Messe München GmbH provides for the general heating and ventilation of the halls. All the halls are partially air-conditioned.

4.10 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 Technical Exhibition Service.

The organizer 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).

4.11 Technical data open-air section

Outdoor exhibition area	
Width of access roads	8 m or 12 m
Road surface	asphalt
Surface of exhibition area	gravel / grit mixture or seeded gravel bed (grassed over gravel-humus mixture; partially with chippings); partial areas asphalted
Permissible floor load	20 t/m ² (200 kN/m ²) up to 50 t/m ² (500 kN/m ²) (except for track route area)
Illumination	30 Lux/m ²
Connections: – Water supply – Wastewater / Sewage	DN 40/min. 3.5 bar DN 100
Electricity supply	50 W/m ²
Telecommunications – User-neutral, wireline connections (phone, fax, analog, ISDN) – Wireless phone connections (DECT)	1,400 approx. 200
Internet connections	on request
Fiber-optic connections (Single-mode and / or gradient)	approx. 100

For detailed information, please contact the Technical Exhibition Services Division of Messe München GmbH.

Stand electricity and water / wastewater connections are available via connection points located in the ground.

Stand telephone, fax, data and antenna connections in the outdoor exhibition area are available via connection points located in the ground. RJ 45 is the connection system used or, in the case of fibre optic connections, E 2000.

5. Product Presentation

Advertising is permitted only within the rented stand area and must not result in any obstructions or hindrances in aisles or for adjacent stands. The organizer may impose conditions on the type and duration of any campaigns or activities [at the expense and risk of the exhibitor](#). The organizer may prohibit them if the exhibitor does not comply with the conditions imposed or specified.

Conditions for sale of products, cf. sections 1.9 and 1.10.

5.1 Prohibition of product and brand piracy

The exhibiting or offering of products based on brand or product piracy is not allowed at the IAA. Exhibitors or other organizations whose rights have been infringed upon may take action through the courts, the customs and the police to protect these rights. If product piracy is confirmed, the organizer may order removal of the objects exhibited or closure of the stand.

Further information is available upon request in the *Notice Protection against Plagiarism*.

5.2 Shows and presentations

All types of demonstrations and presentations as well as all forms of visual, moving or acoustic advertising require the prior consent of the organizer. They may not cause a nuisance to other event participants, may not cause congestion in the aisles, and may not drown out the fair's own public address systems in the halls. They may not cause dirt, dust, vibrations or other emissions, nor may they for any other reason cause a significant impairment of the event or of event participants. The official regulations must be observed.

The noise level at the stand perimeter may not exceed 70 dB(A).

The organizer is entitled to enter the stand to check compliance with the above regulations and, if necessary, to restrict or prohibit those presentations that cause noise or visual nuisance or for other reasons lead to a significant risk or impairment of the event or of event participants, despite prior approval.

The use of pyrotechnics, open fire and laser systems must be notified in writing to the Technical Exhibition Service (TAS) at least 4 weeks before the start of setup and requires its approval. The operation of laser equipment requires a special permit and Messe München GmbH's approval. Notification of the operation of laser equipment is to be submitted to the relevant authority in accordance with DGUV Regulation 11 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.

The use of show fog and haze must be approved by the organizer. The operation of neighbouring stands may not be impaired by the use of fog machines. If necessary, the written consent of the neighboring stands must be obtained.

Explosive materials as defined by the Law on Explosives and Munitions as defined by the Law on Weapons may not be exhibited or used during the event.

For musical and audiovisual reproductions of all kinds, the permission of the *Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte* (GEMA), is required in accordance with the statutory provisions (Copyright Act). Registrations and inquiries via [gema.de](https://www.gema.de).

Unregistered music renditions can result in claims for damages by GEMA (§97 Copyright Act).

Raffles and lotteries may be carried out only with the approval of the organizer.

Contact:

Hanna Koblenz (VDA)

Phone: +49 30 89 78 42 204

E-mail: hanna.koblenz@vda.de

5.3 Promotional items / give-aways

When give-aways are selected, particular attention should be paid to the high quality and sustainability of the items, in order to avoid generating unnecessary waste. Disposable packaging and single-use items should be avoided.

The distribution of promotional items that could endanger others in any way is forbidden.

The deployment of drones and the distribution of gas-filled or Aluminium coated balloons is prohibited throughout the entire Open Space.

5.4 Flying objects / balloons

The use of flying objects is generally prohibited in the halls and in the open-air section. Exceptions to this ruling require the prior written approval of the Technical Exhibition Service.

The use of tethered balloons is generally prohibited in the halls and outdoor exhibition area. Exceptions to this ruling require the prior written approval of the Technical Exhibition Service (TAS). To the extent that approval is granted, the balloons may only be filled with non-flammable, non-toxic gases. The balloons must remain within the confines of the stand and not exceed the maximum height allowed for stands and advertising hoardings.

5.5 Presentations of motor vehicles

The use of vehicles as exhibits in the halls requires approval and must be indicated within the context of the plan approval process. The presentation of prototypes shall be referred to separately.

Vehicles may not be demonstrated in operation.

The fuel tank content of vehicles with combustion engines must be reduced to the quantity of fuel required for accessing and leaving the hall (fuel gauge must show low / reserve). The filler caps are to be locked if possible.

Depending on the event and installation location of the exhibit, additional safety measures may be required, such as inerting the fuel tanks, disconnecting the batteries and / or deploying security guards.

Fuels may not be stored at the stand.

The position of electric vehicles (with alternative drive technology) within the stand area must be marked on a separate plan.

In order to efficiently support the fire brigade in the event of a fire involving electric vehicles, the vehicles must be positioned so that they are easily accessible. The corresponding rescue cards with information on the location of the batteries etc. must be deposited at the exhibition stand and made available to the Technical Exhibition Service (TAS) together with the registration (form *Registration for Preventive Fire Protection*) in advance.

Charging processes for demonstration purposes are to be shown via the use of atrappen as far as possible.

Notwithstanding item 4.4.1.2 of Messe München GmbH's Technical Guidelines, temporary charging of electric vehicles during the IAA is possible in individual cases if charging is absolutely necessary in the exhibition halls and must be registered in writing with and approved by the Technical Exhibition Service (TAS) as part of the stand approval process.

Charging operations can only be carried out after prior approval. In addition to the general conditions for vehicles in exhibition operation, the following regulations apply:

- Compliance with the DIN VDE 0100-722 guideline (power supply for electric vehicles) and VDS guideline 3471 (charging stations for electric road vehicles) is mandatory.
- It must be ensured that trained personnel are present on site who can take appropriate measures in the event of a hazard.
- The charging station is an extension of the electrical system and must therefore only be installed by a qualified electrician in accordance with the relevant regulations. This ensures that the safety functionality including the residual current device is integrated into the overall installation.

• The exhibition of gas-powered vehicles in the halls is only permitted with an emptied pressure vessel and without pressure.

Exhibited cars must be provided with an A4 label showing their fuel consumption and CO₂ emissions. This label must be either attached to the vehicle or placed directly next to it. Content and format of the label are laid down by law and have to be created independently by the exhibitor.

The exhibitor is obliged to maintain a sufficient number of copies of the brochure *Guideline for fuel consumption, CO₂ emissions and power consumption* of vehicles available. It can be ordered at www.dat.de and must be handed out free of charge to visitors on demand.

The “Pkw-Energieverbrauchs-kennzeichnungsverordnung” [Car Energy Consumption Labelling Ordinance] dated May 28, 2004 (Germany’s Civil Code Part I 2000, page 1037 ff) as well as the provisions of the Bundesimmissionsschutzgesetz [Law Concerning the Protection against Harmful Effects on the Environment] must be observed.

Motorized or mobile exhibition stands (show trucks, buses, trailers, etc.) must be fitted with a sprinkler system if they constitute a single, uninterrupted area measuring more than 30 m². The space between two mobile exhibition stands is considered to be part of a single, uninterrupted area, unless the distance between the two mobile exhibition stands is large enough to ensure that the effect of the sprinklers installed in the hall is not compromised.

The exhibitor is liable in full for damage to road surfaces and hall floors by vehicles and containers.

5.6 Presentation of machines

The exhibitor is responsible for the stability and safe operation of all exhibits and is required to provide proof of this. In justified cases, the trade fair reserves the right to have an inspection carried out on site by a competent person for a fee.

The exhibitor is principally obliged to display only those products that meet 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. the German Product Safety Act—ProdSG).

Contrary to this, such products may also be displayed at fairs and exhibitions as do not yet comply with the fundamental safety requirements. Vapors and gases which are emitted by exhibits and equipment and are flammable, toxic or merely unpleasant for event participants may not be released in the halls, but must be fed out into the open air via appropriate piping in accordance with the provisions of the German Emissions Control Act.

The exhibitor authorizes Messe München GmbH with the approval of the relevant authorities to publicly declare on its behalf that the conformity evaluation 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 sold or purchased in the countries of the EU and EEA until such time as they comply with these regulations.

Products may (and must) be provided with CE coding only when they are subject to specific EU directives prescribing such CE coding. For such products, a conformity assessment must be conducted, technical documents verifying conformity prepared, an EU conformity declaration issued and the CE coding attached. Operating instructions, safety information, etc. in the user's national language are to be provided or attached.

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.

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 machines are activated without authorization.

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.

The operation of any noise-emitting machinery and / or devices requires Messe München GmbH'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 prior approval, the organizer is entitled to restrict or prohibit those demonstrations of machines that cause noise or visual nuisance or for other reasons lead to a significant impairment of the event or of event participants, or through the operation of dangers to persons and property are to be feared.

Vapors and gases which are emitted by exhibits and equipment and are flammable, toxic or merely unpleasant for event participants may not be released in the halls, but must be fed out into the open air via appropriate piping in accordance with the provisions of the German Emissions Control Act.

Such vapors and gases as are flammable, toxic or merely unpleasant for event participants must be fed off via appropriate exhaust piping. The ducting may only be installed by Messe München GmbH or a contractor appointed by it.

A ground plan indicating the required position of the ducting should be attached to the orders (form *Vapor and Flue Gas Extractors in the Halls*) is included in the order forms for Exhibitor Services or available from the Technical Exhibition Service (TAS)).

5.7 Pressure containers

Pressure containers may only be operated on the stand if the tests / acceptance inspections required by the Operating Safety Directive (BetrSichV) have been carried out on them. Any proof of testing (certificates and / or recordings) 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.

In addition to the presentation of a valid structural and test certificate (EC conformity declaration and any other necessary documents in German and English), an acceptance test must also be conducted on site. If applied for in good time, four weeks prior to the commencement of the trade show at the latest, pressure containers subject to testing may be put through the acceptance test by the Technical Inspectorate up to one day prior to the commencement of the event. Inquiries in connection with this are to be addressed to the Technical Exhibition Service (TAS).

A person responsible for the pressure container must be present on the exhibition stand.

If hired equipment is used on the stand, the above regulations apply accordingly. Above all, any proof of testing issued should be kept on the stand near the pressure container concerned and presented at the request of the relevant supervisory authorities. The requisite acceptance certificates should be available on the stand for Factory Inspectorate verification purposes.

5.8 Compressed and liquid gases

The use of compressed gases, liquid gases and flammable liquids is prohibited. Special approval to be applied for via the form "Application for Preventive Fire Protection" can be granted by the Munich Municipal Fire Department. The prerequisite for special approval by the Municipal Fire Department is that these compressed gases, liquid gases or flammable liquids are required for the operation or demonstration of exhibits. There is no entitlement to the granting of special approval.

Empty cylinders in which compressed gases, liquid gases or flammable liquids were contained may not be kept or stored on the stand or in the hall. Only empty cylinders may be used for such equipment and installations as are not operated for demonstration purposes. These must be marked as such in a clearly visible way.

The storage of such items in the hall is generally prohibited. An officially approved PG 6 fire extinguisher in accordance with DIN 14406 or DIN EN 3 is to be kept on the stand.

The storage and use of liquid gas or other flammable or non-flammable gases in compressed gas cylinders, compressed gas packs or tanks is prohibited without the written approval of the Technical Exhibition Service (TAS).

Compressed gas cylinders must be protected against impact, falling over, and access by unauthorized parties and heating up in accordance with the relevant accident prevention regulations. Toxic gases may not be used.

Should liquid gas be required, only one liquid gas cylinder with a capacity of up to 11 kg per exhibition stand may be set up after approval has been granted by the exhibition company. The liquid gas cylinder in use must be protected against access by unauthorized parties and heating up by keeping it in a fully enclosed, properly labelled metal cabinet (yellow sign with a black "G") with base ventilation.

The setup and maintenance of liquid gas installations is subject to compliance with the "Technical Rules Governing Liquid Gas" DVFG-TRF 2012 (publisher: DVGW Deutscher Verein des Gas- und Wasserfaches e.V. and DVFG Deutscher Verband Flüssiggase e.V.) and DGUV Regulation 80 "Use of Liquid Gas." 5.7.1.1. should be noted.

An explosion protection document pursuant to art. 3 and art. 5 of the Operation Safety Directive must be drawn up and submitted by the operator of the installation when applying for approval. Each gas-driven consumer appliance must be equipped directly with a shut-off valve that is readily accessible at all times. The entire installation is to be checked by a specialist (qualified person) pursuant to DGUV principle 310-005.

The provisions of the Operational Safety Directive and the Pressure Equipment Directive of September 27, 2002, BGBl. I, p. 3806 in the version valid at the given time are binding and require compliance.

The storage of flammable liquids is generally prohibited. Operations-related exceptions are to be coordinated with Messe München GmbH at an early stage; written approval is required. DGUV rule 113-001 and the corresponding documents as well as the instructions on the safety data sheet all require compliance. The amount kept on the stand may not exceed the amount needed for a day's operations. Notification of filling activities is required. They may only be conducted in compliance with the technical safety regulations outside visitor hours. Empty cylinders must be removed from the hall immediately.

The storage of flammable and / or explosive detergents in the hall is prohibited. The ban on smoking requires strict compliance. The use of dummies is prescribed for the purpose of exhibiting large quantities.

5.9 Hazardous substances

The usage of hazardous substances and building materials containing hazardous substances must be coordinated with the exhibition organizer. Compliance is required to this end with the Hazardous Substance Protection Act (Chemicals Act), BGBl I, part I, page 1,703, in conjunction with the Chemicals Prohibition Regulation (ChemVerbotsV) and the Hazardous Substance Regulation (GefStoffV). The relevant safety data sheet and risk assessment must be available for presentation or submission by the exhibitor.

5.10 Radioactive materials, X-ray equipment and spurious radiation equipment

The use of radioactive materials is only possible with a special permit and Messe München GmbH's approval. The permit must be applied for via the appropriate authorities in accordance with the Radiation Protection Directive and submitted to Messe München GmbH at least six 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 trade fair center is covered by the permit concerned.

Further information are available in the *Application for Preventive Fire Protection Measures* form for exhibitor services.

The operation of X-ray and spurious radiation equipment requires a special permit and Messe München GmbH's approval. The Directive on the Prevention of Damage by X-rays (RöV) 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. Logistics, Traffic, Setup and Dismantling on the fairground

6.1 Passes for setup and dismantling

During the construction and dismantling periods, access to the exhibition grounds is only possible after prior personal registration or upon presentation of appropriate construction and dismantling passes. All persons working on the stand areas must carry a corresponding pass in a clearly visible position. Among other things, this enables them to be assigned to the exhibitor who placed the order. The pass is available for download in the Exhibitor Shop.

6.2 Setup period

Setup will start on Saturday, August 26, 2023, 00.00 h and will end on Sunday, September 3, 2023, 18.00 h. From August 26 until September 2, working on the fairground will be possible daily from 00.00 – 24.00 h.

On September 3, 2023, 18:00 h. all stands must be completed and arranged. Packaging waste, etc. must be removed. All delivery and set-up vehicles must be removed from the halls, the loading yards and the outdoor exhibition area by 18:00 h. Vehicles still in the halls and loading yards or the outdoor exhibition area after the aforementioned times will be removed by Messe München GmbH at the risk and expense of the respective exhibitor.

Advanced setup (subject to a fee) is possible in consultation with the Technical Exhibitor Service of Messe München GmbH.

6.3 Beginning of setup – takeover of the stand area

All stand areas are measured out on the ground of the outdoor exhibition area by Messe München GmbH 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 supply lines, foundations, tracks, distribution boxes, etc. and, where necessary, instruct the stand-builder accordingly. In the event of deviations, the Technical Exhibition Service (TAS) must be informed immediately.

The boundaries of the rented area must be strictly adhered to.

All stands shall be marked by the organizer with stand numbers, which may not be removed without the prior consent of the organizer.

6.4 Working on the fairground

The setup and dismantling of the exhibition stands must be planned such that persons who are not involved do not suffer any harm from the setup and dismantling activities, impacts or logistics. The exhibitor is obligated to plan the necessary measures and to ensure they are implemented by the person responsible for the stand.

All work devices and construction equipment must have currently undergone an inspection pursuant to the Industrial Safety Directive (BetrSichV).

No unsecured loads may be lifted above persons. For further information with regard to loads above persons at events, kindly refer to *DGUV Information 215-313 Loads above persons*.

Moreover, technical or organizational measures must be taken to guarantee that the uncontrolled lowering of parts of the devices / loads is impossible should a hydraulic system or traction drive fail. This can be done, for example, by cordoning off the area of risk, using a hose rupture protection device or mechanical locking device for supporting hydraulic cylinders. The exhibitor is responsible for stand safety and the safe operation of all exhibits and must be able to provide verification if required. The organizer reserves the right, in justified cases, to have the equipment inspected on site by a qualified person at the expense of the exhibitor

In the event that work has to be carried out simultaneously by employees from different companies on the exhibition stand / in the event area (notably in the stand setup and dismantling phases), such work has to be coordinated by the stand construction manager pursuant to the Work Safety Act – ArbSchG and the DGUV Regulation 1 (German Statutory Accident Insurance) in the case of any potential mutual risk. This also applies notably to work by the trade fair company's service providers on the exhibition stand. Furthermore, measures necessary for improving the safety and health protection of employees at their place of work pursuant to European Guideline EG-RL 89/391/EWG valid at the given time are to be noted and implemented in respect of the work on the fairground.

Prior approval must be submitted in writing to and obtained from Messe München GmbH's Technical Exhibition Services Division 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 EN 3 fire-extinguisher suitable and approved for fire classes A/B/C.

The use of spray guns as well as of substances and paints containing solvents is prohibited.

The use of bolt, nail and stud guns may be examined and permitted on a case-by-case basis. The use of woodworking machines without chip exhausters is not permitted.

The right to use cranes and forklift trucks is reserved for Messe München GmbH's authorized forwarding agents.

Only such work platforms as are supplied by Messe München GmbH's authorized service partners may be used. The work platforms rented from such companies may only be operated by persons over 18 years of age qualified to do so. The qualification for this must comply at the very least with that set out in German Employers' Liability Insurance Association Principle DGUV-G 308 / 008. In special cases, the approval of Messe München GmbH's Technical Exhibition Service (TAS) must be sought. In special cases, agreement must be reached with the Technical Exhibition Service (TAS).

Any damage to the exhibition center, its buildings or facilities caused by exhibitors or their agents will be remedied by Messe München GmbH at the expense of the exhibitors concerned after the end of the event.

6.5 Night modifications

Night modifications are possible in consultation with the Technical Exhibitor Service of Messe München GmbH.

Contact:

Technical Exhibition Service (TAS) (Messe München GmbH)

E-mail: tas.iaa@messe-muenchen.de

6.6 Dismantling period

Dismantling will be possible starting on Friday, September 8, 2023 probably from 18.00 h and will end on Thursday, September 14, 2023, 24.00 h. From September 9-14, 2023, working on the fairground is possible from 00.00 – 24.00 h.

Admission for stand construction companies and suppliers on September 8, 2023 will not be possible before 18.30 h and will depend on the conditions on site.

No exhibition stand may be dismantled before the official start of dismantling.

An extension of the dismantling period is also not permitted.

6.7 Logistic handling

The forwarding agents contracted by Messe München GmbH exercise the sole right of forwarding within the exhibition grounds.

Contact:

Kühne und Nagel

Phone: +49 89 949 24400

E-mail: exposervice.muenchen@kuehne-nagel.com

www.kuehne-nagel.com

Schenker Deutschland

Phone: +49 89 949 24300

E-mail: fairs.muenchen@dbschenker.com

www.dbschenker.com/de

This relates to transportation of exhibits, stand structures, etc. to the stands incl. provision of any auxiliary and work equipment (forklift trucks, cranes, work platforms, etc.) required as well as customs clearance for temporary or permanent importation purposes. Only official forwarding agents may be appointed to render the forwarding agent services mentioned at the trade fair center. In special cases approval must be obtained from the Technical Exhibition Service (TAS).

Messe München GmbH assumes no liability whatsoever for any risks arising from the activities of the official forwarding agents.

The exhibitor is not entitled to designate Messe München GmbH 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 Messe München GmbH but for the exhibitor or a third party.

Messe München GmbH 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 Messe München GmbH 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.

6.8 Handling of empties

The storage of empties on the fairground can occur via forwarding agents appointed by Messe München GmbH. This service is not free of charge.

The storage of empty packaging of any kind in the halls both on the stands and outside the stands is prohibited. Any such items should be removed as soon as they have become empty. Messe München GmbH is entitled to remove wrongfully stored empty packaging at the expense and risk of the exhibitor.

6.9 Entry to the fairground

Trucks over 7.5 t must register in advance via the Fairlog truck routing system and make a time slot booking for access/loading. On site, trucks must register at the check-in to complete the process.

Die zeitliche Dauer des Aufenthalts mit Fahrzeugen aller Klassen auf dem Messegelände ist zeitlich beschränkt und mit einer Kautions belegt, welche vor Zufahrt auf das Gelände in bar zu hinterlegen ist. Bei pünktlichem Verlassen des Geländes wird diese am Ausfahrtstor erstattet.

Further information can be found in the *IAA Traffic Guide*, which will be published sufficiently in advance of the event (probably in July 2023).

6.10 Traffic within the fairground

Driving onto the exhibition grounds with vehicles of any kind is at your own risk and is only permitted with the appropriate permit, valid entry permit or valid parking permit.

During the event, driving on the exhibition grounds and parking of vehicles on the exhibition grounds is strictly prohibited. The organizer may make exceptions to this rule and issue appropriate parking or entry permits. The organizer is entitled to make the granting of parking or entry permits dependent on the payment of a fee.

The parking or entry permit is only valid for the vehicle for which it is issued. It must be clearly displayed behind the windscreen of the vehicle in question. The regulations resulting from the parking or entry permits must be strictly adhered to.

Parking or entry permits are to be returned at any time upon request by Messe München GmbH personnel assigned to traffic regulation and traffic control or by security personnel.

Messe München GmbH is entitled to charge a deposit for entry to the exhibition grounds and to limit the maximum length of stay. If the stipulated period of stay is exceeded, the deposit will be forfeited. This regulation applies during the construction and dismantling periods and in cases where Messe München GmbH permits access to the exhibition grounds during the event.

The provisions of the German Road Traffic Regulations (StVO) apply *mutatis mutandis* throughout the exhibition grounds and in the exhibition car parks. The maximum permitted speed in the exhibition grounds is 20 km/h. Only walking speed is permitted in the halls; this regulation also applies to the rest of the exhibition grounds during events.

Access to the halls is only permitted for loading and unloading (Hall C6: no access if the mobile partition walls are outside the parking position).

Existing supply connections and other technical infrastructure must not be damaged in the process. The specified load-bearing capacity of the hall floors and the height and width of the gates must be observed. The engine must be switched off during loading and unloading.

Parking of vehicles in the halls is strictly prohibited. Messe München GmbH reserves the right to prohibit access to the halls for objectively justified reasons.

The greatest possible consideration must be shown to pedestrians. Closed paths and green areas must not be driven on.

Mobile homes and caravans may not be brought into the exhibition grounds for the purpose of overnight accommodation. Areas designated by Messe München GmbH as camping sites for specific events are exempt from this regulation.

There is an absolute no-stopping zone throughout the entire exhibition grounds, except in the specially designated areas. Messe München GmbH reserves the right to remove vehicles, trailers, containers, receptacles and other full/empty containers of any kind parked in the no-stopping zones or in any other unlawful manner at the expense and risk of the causer, keeper or owner. In addition, the provisions and entry regulations of the order forms for exhibitor services valid for the respective event ("Important Information") and the IAA Traffic Guide, which will be communicated in good time before the start of the event (approx. July 2023), apply.

Messe München GmbH's traffic regulations and traffic management rules, including the instructions of the security staff, must be observed at all times. In particular, Messe München GmbH reserves the right to regulate the access of exhibitors or their stand construction companies and other contractors to the individual stands.

It is recommended to use the entire set-up period, as experience has shown that the exhibition grounds are overcrowded on the last two set-up days. No claims can be made against Messe München GmbH if delays occur for the exhibitor, his stand construction companies or other contractors due to overcrowding on the exhibition grounds or as a result of orders issued by Messe München GmbH to regulate traffic on the exhibition grounds or access to the stands.

6.11 Fire service movement zones, fire hydrants

Roads and vehicle access areas may not be blocked by stand structures or other items at any time including stand setup and dismantling periods. As fire service access routes (section 31 VStättV, section 22 VVB), they are to be kept clear at all times across their entire width.

Access to fire service movement zones, emergency rescue routes and safety zones designated accordingly may not be restricted at any time. Particularly during the stand construction and dismantling periods, access may not be restricted by parked vehicles, stored exhibition goods, construction or packaging materials, etc. blocking the way.

Vehicles and objects parked on or blocking fire service movement zones, emergency rescue routes or safety zones can be removed at the expense of the person responsible. In so doing, Messe München GmbH is only liable for such damage to property as is incurred due to wilful or gross negligent behaviour.

Hydrants, emergency telephones and other safety facilities in the halls and outdoor exhibition area must be freely accessible and visible at all times; they may not be blocked, built around or modified.

6.12 Clearance heights

The clearance height of the entrances to the loading areas is approx. 5 m. The East Connecting Tunnel has a clearance height of 4.30 m and the West Connecting Tunnel one of 4.50 m.

6.13 Parking facilities during the event

Information will be provided at a later date.

6.14 Test Drives

Exhibitors have the opportunity to offer test drives from the exhibition grounds. More detailed information is available from Team Blue Lane.

Contact

Simon Schönberg (VDA)

Phone: +49 30 897842 208

E-mail: simon.schoenberg@vda.de

7. Miscellaneous

7.1 Hygiene and Covid-19

The statutory corona protection regulations valid at the time of the IAA 2023 as well as the hygiene concept of the IAA and the City of Munich will apply to the exhibition areas. The necessary measures associated with this will be communicated to all exhibitors in good time. Due to adjustments to the hygiene protection requirements, it may be necessary to reschedule the exhibition areas at short notice.

The cost of implementing the currently valid statutory Covid 19 protection regulations and the hygiene concept of the IAA and the City of Munich on the exhibition stand shall be borne by the exhibitor. This also applies to comparable regulations that come into force due to other pandemic developments.

According to the current status (May 2023), no restrictions are to be expected.

7.2 General

Unless otherwise specified in these Organizational & Technical Guidelines, the [Technical Guidelines of Messe München](#) apply.