

IAA MOBILITY | Open Space

Munich city center, September 5-10, 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 in the city center Munich. The German version is binding.

The document is based on the [Technical Guidelines of Messe München](#) and contains information specific to the IAA MOBILITY. In case of deviations, the IAA-specific statements apply. The content is supplemented on an ongoing basis. Changes to previous editions will be marked accordingly.

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 current version of 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 & Technical Guidelines* and *Exhibition Conditions*) to the company planning the stand.

The exhibitor as well as all companies commissioned by him are responsible for operational safety and for compliance with occupational health and safety 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.

During the event, the *Regulations for visitors in the Open Space* also apply. They will be available from summer 2023 on www.iaa-mobility.com and in the event areas on site.

1.2 Contacts

Organizer

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

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

Project Management IAA

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General Organization Open Space

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Head of Open Space (Technical realization, safety, traffic)
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Simone Walser (VDA)
Deputy Head of Open Space (Königsplatz Stage, Citizens Lab, arts & culture, gastronomy)
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Exhibition Planning Open Space

(Stand allocation / stand design / stand approval)
Kathrin Erdmann (VDA)
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Technical Realization Open Space

Open Messe Service (OMS) (Messe München GmbH)
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Exhibitor Service

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Sales, Partnerships & Sponsoring

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Reiner Strauch (VDA)

Business Development & Key Account Manager Automotive

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Stefan Fischer (Messe München GmbH)

Key Account Manager Cycling & Micromobility

Phone: +49 170 182 13 95

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Marketing & Communication

Tim Benedict Wegner (VDA)

Head of Marketing & Communication

Phone: +49 30 897842-133

E-mail: tim.wegner@vda.de

1.3 Venue

Exhibition space for exhibitors is available at the following locations:

- Hofgartenstrasse
- Königsplatz
- NEW: Ludwigstraße
- Max-Joseph-Platz
- Odeonsplatz (from Brienner Straße to Galeriestraße)
- Residenzhöfe
- Wittelsbacherplatz

The specific characteristics of the locations can be taken from the *Important Location Information*. The documents for the individual courses are available for download at www.iaa-mobility.com.

1.4 Dates / Opening Hours Open Space

Setup

August 31 - September 4, 2023

daily 06.00 - 22.00 h

further details in section

6. Logistics, Traffic, Setup and Dismantling

Event

September 5 - 9, 2023

10.00 - 20.00 h

September 10, 2023

10.00 - 17.00 h

Dismantling

September 10, 2023

expected from 18.00 h

September 11-13, 2023

daily 06.00 - 22.00 h

further details in section

6. Logistics, Traffic, Setup and Dismantling

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 exhibition days, exhibitors and persons acting on their behalf have access to their stand from 8.00 to 21.00 h.

During the periods from 6.00 h to 8.00 h, staff may be present on the stand only in exceptional cases subject to written approval from the organizer. Staff may not be present on the stand at any time from 22.00 to 6.00 h.

During the set-up and dismantling periods and the duration of the event a general ban on smoking applies within the exhibition and event areas (e.g. food courts, departure points) both. This also applies to enclosed spaces such as tents, containers, etc.

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

€ 19,90

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

NEW Employee ticket II

€ 9,90

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

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

NEW: The 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.

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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.

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

1.8 Stand Rental Open Space

(minimum size 50 m² / maximum size 1,000 m² per exhibitor/brand)

If participating in Summit and Open Space:

Königsplatz / Residenzhöfe / Hofgartenstrasse

180 €/m²

Ludwigstraße

230€/m²

Odeonsplatz (between Brienner Straße and Galeriestraße) /

Wittelsbacherplatz / Max-Joseph-Platz

255€/m²

Only Open Space:

Königsplatz / Residenzhöfe / Hofgartenstraße

430 €/m²

Ludwigstraße

480 €/m²

Odeonsplatz (from Brienner Straße to Galeriestraße) /

Wittelsbacherplatz / Max-Joseph-Platz

505 €/m²

Further stand levels

50% of the m² price for stand rental on ground level

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 Sale of vehicles

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

The [*Requirements for Presentations in the Open Space*](#) apply for all areas in the Open Space.

The registration of the limited available exhibition space is only possible after prior coordination with the organizer.

Stand areas proposed in advance remain non-binding until receipt of the stand confirmation. This must be taken into account during planning, also with regard to the costs incurred until receipt of the stand confirmation.

The preferences for placement or stand size indicated during registration will be taken into account to the best possible extent.

The allocated stand space, may exceed or fall short of the desired stand size by approx. 10%.

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

As part of the detailed planning in connection with the preparation of the application for special use of the spaces, changes may be necessary in the location, proportions and size of the exhibition areas reserved. These can be caused, for example, by:

- Official requirements within the framework of the overall concept for safety, hygienic protection and crowd management
- Official requirements pertinent to the elaboration of a concept for traffic and visitor guidance, signposting, and related measures
- Detailed coordination of the technical equipment in the stand areas (cable ducts, distributors, etc.)
- Design constraints or capacity shortages in the available exhibition areas

Contact

Kathrin Erdmann (VDA)

Phone: +49 30 89 78 42 203

E-mail: kathrin.erdmann@vda.de

2.2 Stand construction permit

For all stand structures in the Open Space a draft design must be submitted for review and approval to the organizer.

All 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.

It is expressly recommended to check the local and real conditions of the stand areas on site before starting the planning.

The planned stand design should be submitted to the organizer as early as possible and before the start of detailed planning for obligatory coordination with the authorities involved. Stand constructions without official approval cannot be implemented on site.

The examination and approval of the submitted documents as well as the coordination with the municipal authorities will be carried out exclusively by the organizer or the Open Messe Service (OMS). The direct approach of the municipal authorities by the exhibitor or the companies working on his behalf is expressly not desired.

The technical stand planning should be submitted to the organizer per mail 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, 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 June 30, 2023:

- **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
- 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 incl. type of heating) and lighting
- **Calculations** of top floor areas and supporting structures
- **Form 1.3 Registration for stand constructions** (available upon request via the Open Messe Service / the Exhibitor Shop)
- If necessary: **structural analysis in German**
- **From a construction height of 3 m:** written proof of stability (e.g. as a construction description)
- **For stand heights of 5 m and above: certified structural analysis in German**, checked by an independent structural engineer in accordance with German standards. The calculations submitted will be checked by Messe München GmbH and the exhibitor will be charged for this service. The exhibitor will be invoiced on the basis of the actual costs incurred. Unchecked calculations submitted will be checked by Messe München GmbH at the exhibitor's expense. No static calculation is required if a currently valid type test / a currently valid inspection book for temporary structures is submitted.
- 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. The notices do not relieve the exhibitor of his responsibilities.

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.

Exhibition stands, including equipment and exhibits as well as advertising media, must be erected in such a stable manner that public safety and order, in particular life and health, are not endangered. Stability must be ensured for each construction stage (assembly, modification, dismantling).

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 obligation 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 aforementioned guidelines.

In the event that the exhibitor or his subcontractor fails to comply with the stand construction regulations, the exhibitor shall assume full liability for any damage arising as a consequence of his violation of these stand construction regulations. Furthermore, the exhibitor shall

indemnify the organizer and Messe Munich from any third-party claims asserted with respect to the violation of the stand construction regulations.

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.

The organizer is entitled to make arrangements regarding stand construction and safety that go beyond the provisions contained in the Organizational & Technical Guidelines.

Stand structures which are not approved and do not comply with the *Organizational & Technical Guidelines*, 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 & advance payment invoice

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

The access data will probably be sent by Messe München by e-mail in May 2023. The shop is expected to be activated from mid-May 2023.

The current price overview is available in advance (probably from spring 2023) in the exhibitor area on www.iaa-mobility.com.

Exhibitors are expected to receive an invoice for the advance payment for services from Messe München at the end of May 2023. The advance payment will be calculated on the basis of € 23.00 per m².

The advance payment will be offset against the final invoice for the services actually ordered after the event.

Information on order deadlines is available in good time in the Exhibitor Shop. Orders are to be executed 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 in finding and booking accommodation:

Munich Tourism

Guest- und Hotelservice

Phone: +49 89 233-96555

E-mail: tourismus.gs@muenchen.de

TRADEFAIRS

(a product of DER Touristik Frankfurt GmbH & Co. KG)

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 Press and Media Day of the IAA MOBILITY will take place on September 4, 2023 as part of the Summit on the fairground.

Press conferences or other press activities are only possible for exhibitors and presumably until the afternoon of September 4 respectively 5, 2023 only on the fairground.

Possibilities for journalists to experience the Open Space are being evaluated.

2.7 Advertising and Sponsoring

Within the framework of the IAA MOBILITY, there are various opportunities for advertising and sponsoring both on the exhibition grounds and in the Open Space.

Contact fairground

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

Contact Open Space

Filip Skrlec (Messe München GmbH)

Phone: +49 170 1824172

E-mail: filip.skrlec@messe-muenchen.de

2.8 Daytime and evening events

Exhibitors are allowed to organize individual daytime and evening events on 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 relevant Site Manager at Open Messe Service (OMS).

In connection with the Königsplatz Stage, special regulations apply to events at Königsplatz. Exhibitors are advised to coordinate their event planning with the organization team in good time.

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All events must be registered at the latest 8 weeks before the IAA MOBILITY opens. Registration forms received after that date cannot be considered. The form for registering events is available in the Exhibitor Shop from May 2023.

With the application to hold an event, the exhibitor must submit a concept for implementation on site. In addition to a description of the content of the event, this must include details of the schedule, invitation management and the exhibitor's responsible contact on site.

Exhibitors' daytime / evening events may be held solely on their rented stand area. Any conversion measures required must take place outside the opening times and in consultation with the relevant Site Manager. Emergency and escape routes must remain clear at all times.

Vehicles may drive up to the stands to deliver catering or stand installations only outside the opening times and with prior consultation with the relevant Site Manager. Details on deliveries during opening hours will be communicated in the *IAA Traffic Guide* from summer 2023.

The maximum number of participants for daytime and evening events is determined according to the size and construction of the stand area. The exhibitor is responsible for ensuring that this limit is not exceeded. Additional hygienic protection requirements may also affect the number of participants.

The implementation of evening events is possible in the period from 20.00 to 22.00 h. All events must finish by 22.00 h. The stand areas must be fully cleared by 22.30 h at the latest. A basic fee will be charged depending on the stand area to cover the additional costs incurred in connection with the evening events (e.g. additional work for security personnel, cleaning, toilets, etc.):

50 - 199 m ²	€ 2,000.00
200 - 499 m ²	€ 2,500.00
500 - 1000 m ²	€ 3,500.00

All prices plus VAT

Additional costs may be charged, depending on the type and scope of the daytime or evening event (e.g. for public order personnel, cleaning). These costs are to be borne by the exhibitor.

The deployment of security staff at events on the stand area is obligatory for the exhibitor holding the event. The exhibitor is responsible for determining the number of security personnel required to ensure the safety of the event.

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).

The exhibitor is responsible for ensuring that neighboring stands or other public areas are not disturbed or otherwise impaired by the event being held. The exhibitor carrying out the event is liable for any damage and cleaning costs incurred as a result of the evening event.

For all events, the noise level may not exceed a maximum of 70 db(A) at the perimeter of the stand (cf. Section 5.3). In the case of acoustic presentations, we recommend informing neighboring exhibitors in advance.

It is not possible to provide direct access to the stand area for shuttle services or guest parking spaces in the immediate vicinity of the stand area.

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

Contact:

Open Messe Service (OMS) (Messe München GmbH)

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

2.9 Additional rooms and spaces in the IAA Open Space

The Open Space does not offer additional rooms or areas for rent (e.g. for personnel, storage or offices).

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 in the IAA Open Space

Information will be provided at a later date.

2.12 Environmental protection

The organizer is committed to the protection of the environment (cf. section 3.4 *Carbon neutrality*).

In the IAA Open Space, such materials and products as are characterized by their durability, repair friendliness and recyclability, as producing 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.

According to § 4 Abs. 8 of the municipal trade and building waste disposal statutes, the use of disposable tableware is prohibited. Food and beverages may be distributed only in reusable packaging and containers bearing a deposit and accompanied by reusable cutlery. The hygiene protection requirements currently in force at the time of the event may still require changes.

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

Lighting on stand areas should follow the current specifications for insect protection.

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

2.12 Cleaning & detergents

The cleaning of the areas of general access and other relevant areas in the IAA Open Space 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.

In case of any environmental damage or pollution (caused by e. g. petrol, oil, solvents or paint) the Site Manager (OMS) must be notified immediately.

2.13 Waste management

During set-up, running time and dismantling, waste at the event locations is to be avoided as a matter of priority. Exhibitors and their contractual partners are obliged to make an effective contribution to this in every phase of the event. This objective must be pursued as early as the planning stage and in coordination with all those involved.

As a general rule, reusable materials with the least possible impact on the environment are to be used for stand construction and operation.

The disposal and proper separation of waste generated on the stand areas during assembly and dismantling and during the duration of the event is coordinated centrally and carried out by Messe München GmbH's service partners.

During the setup and dismantling periods, waste disposal containers will be provided in the individual areas. For the duration of the event, waste will be collected in the individual exhibition areas. More detailed information on the exact procedures will be provided at a later date.

Exhibitors will be invoiced on the basis of a compulsory waste disposal fee of EUR 13.00 per m² of stand area plus VAT. The corresponding amount will be invoiced to the exhibitor with the admission prior to the start 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 Site Manager and indicating the type of the materials and quantities concerned.

The exhibitor is to collect the waste in appropriate, non-flammable containers which will be supplied by Messe München GmbH upon request, subject to payment of a charge.

In the course of registration and order placement, the exhibitor is to notify Messe München GmbH in good time as to whether he wishes to have the waste generated during the stand setup and dismantling periods and/or during the event disposed of as mixed waste by Messe München GmbH, or whether he wishes to initially sort the waste into various recyclable categories (e. g. wood, glass, paper, cardboard, plastic and film/foil) and then have it disposed of as fully pre-sorted, recyclable waste by Messe München GmbH.

Wastes reported for disposal shall be disposed of by Messe München GmbH at the prices in effect at Messe München GmbH at the time of the event. For the disposal of wastes which have not been reported by the exhibitor nor by his subcontractors, Messe München GmbH

reserves the right to charge a distinctly higher price within the framework of a flat-rate compensation for damages.

The exhibitor may demand a reduction in the flat-rate 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 at the exhibitor's stand unless he can prove that the waste has not been generated by him or his contractors.

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.

In the event of any environmental damage or pollution (caused, by example, by petrol, oil, solvents or paint), the Site Manager (OMS) must be notified immediately.

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-parties 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 shall decide when the closed stand has to be dismantled.

Materials and waste not generated in connection with the event duration, set-up or dismantling may not be brought into the Open Space.

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

The exhibitor shall ensure that the companies working on his behalf in the Open Space also behave in accordance with the above regulations.

3. Planning the presentation

3.1 Contacts

Exhibition Planning

(Stand allocation / stand design / stand approval)

Kathrin Erdmann (VDA)

Phone: +49 30 8978 42 203

E-mail: kathrin.erdmann@vda.de

Technical Realization Open Space

Open Messe Service (OMS) (Messe München GmbH)

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3.2 Concept and design of the presentation

The *Requirements for presentations in the Open Space* apply for all spaces.

Stand design and equipment, as well as any necessary construction work, are the responsibility of the particular exhibitor. In this connection, the character and appearance of the IAA 2023 must however be taken into account. To this end, the organizer is entitled to demand that changes be made in the stand design.

The focus is on presentations and discussions of innovative and sustainable mobility concepts. The presentations clearly focus on future technologies and emission-free drive systems. Dialogue, experience and entertainment are at the focus of the presentations for the B2C public.

To the extent that the technical development of completely emission-free drive technologies is not yet fully developed and is not yet ready for the market, show cars and concept cars as well as, to a lesser extent, modern low-emission drives with new filter technologies can be presented.

Stand structures should be urban in style and fit as organically as possible into the city image. The specific features of the individual exhibition areas should be optimally integrated into the design of the presentations.

During stand construction a new benchmark for sustainability and ecology shall be created in a noticeable way. Preference should be given to recyclable and/or reusable materials, which are to be used in the majority of cases.

Within the scope of the official permits, the organizer will ask for the basic content concepts and ideas for the brand presentation.

To ensure that both the historic locations and the adjoining exhibition areas are noticed, the stand areas should be as inviting as possible, open, transparent and designed so as to be freely accessible for all visitors.

The architectural features of the locations, and in particular individual monuments, must remain visible for visitors during the event.

The use of large-format video screens or other self-illuminating surfaces is not equally feasible at all stand locations and every individual case must be looked into by the organizer.

To prevent creating impediments to public traffic or disturbing residents living nearby, large-format screens should face into the event area and be switched to sleep mode by 10 p.m. at the latest.

Sides of stands which directly face or adjoin neighboring stands should be done in neutral colors and kept clean and free of installation material.

Various bodies and authorities of the city of Munich provide extensive support for developing the content and design of the exhibition areas. To create a foundation for the continual, intensive dialogue, during the project the exhibitors are requested to provide information on specific topics such as substantive conceptual design, logistics, safety and crowd management. The organizer is authorized to prescribe changes in the stand design in connection with this.

All exhibitors are recommended to send their stand design concepts to the organizer as early as possible so that the assessments of the relevant authorities can be taken into account directly.

The exhibition areas of the Open Space are freely accessible to all visitors. Certain areas or activities may only be accessible to a limited number of visitors. Corresponding plans are to be coordinated in advance with the organizer.

NEW 3.3 Accessibility

Accessibility is of particular importance in the planning of exhibition areas.

In accordance with DIN18040-3 Barrier-free construction, it must be ensured that all relevant exhibition areas and their facilities (including those on upper floors) are accessible to and usable by people with limited mobility without assistance.

Barrier-free access to exhibition areas must be planned in such a way that they can be reached directly and without detours over rough ground.

Any necessary aids (such as wheelchair ramps with an appropriate gradient ratio) must be provided by the exhibitor within the stand areas and their use accompanied by appropriately trained personnel if necessary.

When laying cable bridges in public areas, models with flat ramps must be used.

The heights of information or output counters must be suitable for wheelchair users.

Impassable surfaces such as gravel, cobblestones or grass must be covered in such a way that wheelchairs or walkers can be used.

3.4 Carbon neutrality

The exhibitors undertake to realize their brand presentations in a manner that is certified as being carbon-neutral. The emissions associated with IAA participation will be calculated and compensated by a partner of IAA MOBILITY ([myclimate](#)).

Registered exhibitors will receive a questionnaire to determine the greenhouse gas emissions for a climate-neutral exhibition stand. The responses will be used to determine the emission value of the stand and to draw up an evaluation calculation with a compensation offer.

After compensation has been successfully put into effect in a climate protection project, the exhibitor's IAA presentation will be labeled accordingly.

Exhibitors who can render their trade show presence climate-neutral by other means will receive the label after the basis for calculation has been checked by myclimate.

Contact

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3.5 Permissible construction and advertising heights

Hofgarten	max. 3,00 m
Königsplatz	max. 10,00 m
Ludwigstraße	max. 7,50 m
Max-Joseph-Platz	max. 7,50 m
Odeonsplatz	max. 7,50 m
Residenz	max. 6,50 m
Wittelsbacherplatz	max. 7,50 m

Construction heights deviating from the above should be examined individually.

In order to achieve the most synchronized appearance possible for the individual locations, the maximum permissible building and advertising heights may not be implemented in full in certain areas for design reasons (e.g. to maintain important lines of sight to existing buildings). The corresponding *construction areas* are shown in the stand sketch of the stand confirmation and replace the general design guidelines. Coordination of the location and course of the construction window is possible from the time of this application.

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.

3.6 Materials for stand construction and embellishment

All materials used for decoration purposes must be at least flame-retardant (according to DIN 4102 or DIN EN 13501-1) - the test certificate in German language must be submitted. Proof of low flammability in the installed state must be provided. If the property of flame-retardancy is to be achieved subsequently, this is only possible in small quantities and in consultation with the Munich Fire Department using an officially approved flame retardant and observing the processing instructions.

Highly flammable, dripping, melting or toxic gas-forming materials must not be used. The use in case of fire of strongly sooting plastics (e.g. polystyrene, PU foams, polystyrene, etc.) is not permitted.

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.

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

3.7 Security

General surveillance of the exhibition areas during setup and dismantling, and during the event, will be arranged by the organizer. However, its purpose is not to protect the property of the individual exhibitors. We strongly recommend exhibitors to organize additional individual surveillance of their stand areas during setup and dismantling, and both during and outside the opening hours.

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.

In the event of overcrowding of the location, the organizer's request for stand closure must be complied with.

Within the framework of the Open Space an overall safety concept, as well as a safety concept for each location, will be drawn up. Information will be provided in the early summer 2023.

All exhibitors must submit at least a brief concept, and for stands of 250 m² or more they must submit an extensive security & operating concept. If the organizer assesses the operation of a stand as posing an increased risk, it may require an extensive concept irrespective of the size of the stand. These security & operating concepts must be appended to the organizer's security & operating concept.

At the latest at the beginning of setup, a person authorized to take action who is responsible for the stand and technical issues must be appointed, who can be contacted at any time during setup and dismantling and during the event:

- availability during the entire duration of the exhibition incl. on-site evening events
- contact person for the Open Messe Service (OMS)
- implementation of instructions for fire prevention and security (coordination with the security personnel, responsible for ensuring the maximum number of visitors is not exceeded and, if necessary, for clearing the area)
- implementation of the measures required in the case of storm warnings or disruptions, all the way to termination of operations.
- During the event, the regulations apply to visitors in the Open Space. The regulations can be consulted both in advance on iaa.de and on site.

During the event, the *Regulations for visitors in the Open Space* also apply. They will be available from summer 2023 on www.iaa-mobility.com and in the event areas on site.

3.8 Fire prevention and safety regulations

(for enclosed rooms and stand structures)

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 emergency and fire service access routes (section 31 VStättV, section 22 VVB), they are always to be kept clear across their entire width. Hydrants, emergency telephones and other safety facilities must be freely accessible and visible at all times; they may not be blocked, built around or modified.

Structurally enclosed stand structures must have at least two exits leading to the outside (minimum clear width 1.20 m). The maximum permissible escape route length of 30 m to the exits leading to the outside must be observed.

In the case of multi-story buildings, at least one exit must be provided directly to the outside for each storey. (minimum clear stair width 1.0 m). If an external staircase is used as both an entrance and an exit, it must be made non-combustible.

Rooms under stairs (storerooms, technical rooms, etc.) must be fire-retardant and smoke-tight.

Recreation rooms separated from the main room must have a line of sight to the main room. The line of sight must be guaranteed while sitting and standing.

If stand structures have recreation rooms that do not have a line of sight in alignment with the nearest escape and rescue route, or rooms that can only be entered or left via another separate room (trapped rooms), an emergency exit leading directly into the open air (e.g door with window opening with at least 60 x 100 cm, parapet height maximum 110 cm, unguarded and openable from the inside without any aids) must be provided in each of these rooms.

If the recreation rooms, which do not have a visual connection in escape direction to the nearest escape route, or the trapped rooms are not at ground level, a staircase leading to the open air shall be provided from each of these rooms instead of an emergency exit leading to the open air.

Captive rooms must not be recreation rooms. Otherwise, captive rooms may only be separated from the respective usage unit by glass walls so that a room is visually preserved.

All exits required are to be identified with signs pursuant to DGUV Regulation 9, ISO 7010 and AS R A1. 3. Rescue route identification must be clearly visible. Illumination or backlighting of the escape route markings is required. The lighting or backlighting can be based on the single battery system.

The size of any sign required depends on the distance from which it is to be seen

For distances up to (DIN 4844-1:2005-05)	Type	Sign size in mm a x b (DIN 825:2004-12)
15 m	internally lit illuminated	74 mm x 148 mm 148 mm x 297 mm
30 m	internally lit illuminated	148 mm x 297 mm 297 mm x 594 mm

In each stand area there should be at least one water-based fire extinguisher (content min. 9 l in accordance with EN 3 or DIN 14406) at each exit point. In kitchen areas, as well as for any area with lighting or sound equipment (mixer, amplifier, dimmer, etc.) a carbon-dioxide extinguisher (content min. 5 kg) is to be provided. In case a deep-fat fryer is operated, a fat-fire extinguisher (content min. 6 l) in accordance with EN 3 or DIN 14406 is to be provided.

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

Depending on the type, size and design of the stand structure, it may be necessary to install safety lighting separate from the main lighting network that guarantees sufficient illumination of the escape routes to the safe outside should the main lighting fail. It may be operated in the form of an individual battery system. A certificate from an expert stating that the system has no defects must be kept on hand at all times.

Doors located along escape routes, leading from rooms or fenced off areas must open in the direction of escape, be easy to open from the inside along their complete width, and may not block the aisles when open.

Two-winged door facilities must be capable of being opened easily with a single movement from the inside (in the direction of escape) and to their full width. Should two-winged doors be arranged adjacent to each other, suitable blocking or immobilizing systems must be used to prevent the door wings from opening wide into the clearance width of the adjacent door. In such cases, no door wing may exceed a 90° position in its opened state.

The use of swing doors, revolving doors and any other access blocks with power operation on escape routes is only possible with verifiable building inspectorate approval (abZ). Swing doors on escape routes must be fitted with a device preventing them from swinging back and forth.

Rotating doors and turnstiles operated manually are only permissible if they are equipped with a mechanical device ensuring that they open easily from the inside to their full width in case of danger.

Moreover, automatic or electrically operated sliding door facilities are permissible insofar as valid general building inspectorate approval pursuant to AutSchR (Guideline for automatic sliding doors on escape routes) is available for presentation, the onsite installation complies fully with the approval, and the escape routes are not compromised by the sliding door installation.

Curtains in the course of escape routes must be easily movable, flame-retardant and floor-free. The partition edges must be marked in color. Closing (lacing or similar) is not permitted during the construction period.

Doors with fire protection requirements must not be secured in the open position or held open in any other way (e.g. using aids such as wedges, ropes, etc.). This does not apply to doors that have a functional device that causes the door to close automatically when exposed to smoke. The closing area must always be kept clear.

Tensators/barriers may only be used in escape routes if they are suitable. Suitable are those that open under horizontal pressure without any major resistance or time delay and can be rolled up or removed automatically (e.g. magnetic holder, panic lock).

Prior to the start of the event-related use in an enclosed stand structure or pavilion, the entire stand and exhibitor personnel in attendance for the duration of the event are to be informed of the existing fire protection and safety facilities as well as of the general rules of conduct in case of an alarm or emergency on the basis of the fire protection code (parts A+B) that has been drawn up. The instruction should encompass notably all specifications and regulations concerning:

- general fire safety and safety provisions at the exhibition center (alarm and emergency numbers)
- alarm facilities (internal smoke alarms, acoustic signals)
- fire extinguishers (location and how to use)
- escape and rescue routes (constant monitoring of cleared and open state during the event period)
- special evacuation tasks (e.g. for any disabled persons and/ or wheelchair users present)

Compliance with this staff instruction is to be documented and available for presentation to OMS on request at the start of the event-related use. The manager responsible (or the exhibitor's representative(s) present on site) should be indicated by name in this, together with telephone contact details.

The Munich Fire Department reserves the right to impose additional requirements if they become necessary as a result of the fire inspection or during operation.

The corresponding Form *1.2 Preventive fire safety* provides information on the fire safety measures and, on the plant, and equipment that has to be reported to and approved by the Munich Municipal Fire Department.

Fee-based fire safety advisory services are offered by the Munich Municipal Fire Department. Appointments as well as accounting for such counselling can be arranged by the Open Messe Service (OMS) of Messe München GmbH.

3.9 Multi-story construction

Multi-story construction is basically possible. An individual examination is required.

3.10 Platforms, balustrades, stairs and bridges

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

All general walkways directly adjacent to areas that are more than 0.20 m lower must be protected by a balustrade of at least 1.10 m in height and equipped with at least top, middle and lower cross-braces.

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 6.1DE 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.

Stairs and walkways must comply with relevant accident prevention regulations.

The minimum clear width is 1 m.

Spiral or spiral staircases are not permitted in escape routes.

Handrails must be non-slip and must be made endless. Two handrails are to be installed for stair widths of more than 1 m.

The height of the stair step must not exceed 0.19 m, the tread depth must not be less than 0.26 m.

Stairs must always be designed for a payload of 5.0 kN/m². For parapets and railings, 1 kN/m must be applied at the height of the rail. Proof must be provided that the ground pressure of the supports does not exceed the permissible ground pressure (cf. *Important location information*).

The width of the escape routes (exits, stairs, corridors) must be dimensioned according to the largest possible number of people who are dependent on the escape routes in the event of an incident. Stairs require a minimum clear width of 1 m.

In the case of multi-story stand constructions in the open air, each usage unit on each floor must have at least two independent escape routes. An exit into the open air must be accessible from each location at a maximum distance of 30 m.

For each floor, at least one exit to the outside must be arranged or designed in such a way that it can be used safely as an escape route (own staircase or outside staircase). All staircases must be designed in accordance with DIN 18065.

Generally, no storage or installations (such as heating, air conditioning and electrical rooms) are permitted under stairs.

Guardrails shall be provided with baseboards of at least 0.05 m in height and shall be constructed by knee rails, grids, solid fillings or other suitable means to prevent persons from falling through. In order to exclude the possibility of objects (e.g. glasses) being placed on the floor and the risk of falling, handrails or upper hatch closures must be designed accordingly, e.g. round or semicircular.

Should a downward stairway be located on the outside, a threshold-free descent landing must be fitted between the escape door (with the minimum width of a door wing) and the stairway leading downwards.

3.11 Stand stability and load assumptions for structural analyses

All stand structures and exhibits are to be erected securely.

The exhibitor is responsible for the load-bearing capacity and stability of these facilities. This also applies to the entire period of assembly and disassembly. The local specifics (ground load capacity, wind and snow-load assumptions) are to be observed.

For stand constructions with a height of 3m or more, written proof of stability must be submitted (e.g. in the form of a construction description), and for constructions with a height of 5m or more, a verified static calculation must be submitted (cf. section 2.2).

All event-related stand structures in the outdoor exhibition area are considered to be procedure-free, temporarily erected, structural facilities pursuant to BayBO (Bavarian Building Directive), and, at the same time, as so-called special structures, in some cases with a use similar to places of assembly or temporary structures defined according to the type of construction within the event location.

Such special structures must therefore meet the requirements set out in the valid public provisions pursuant to BayBO as well as notably the following directives, guidelines and rules in the version valid at the time:

- FIBauR - Guideline for the Construction and Operation of Temporary Structures
- VStättV - Directive for the Construction and Operation of Places of Assembly
- DIN EN 13 782*) - Temporary Structures - Tents
- DIN EN 13 814*) - Temporary Structures and Facilities for Event Sites

*) for the former DIN 4112 - Temporary Structures; Technical Construction Regulations for Design and Execution

In individual cases, stand structures in the outdoor exhibition area can be subjected to further special requirements on the basis of the aforementioned directives and rules in order to meet and secure event-related protection goals.

In the same way, requirements can be eased insofar as compliance with regulations is not required due to the special nature or event-related use of a stand construction facility in the Open Space.

Depending on the infrastructure to be installed, clearance of 0.5 m is to be maintained behind fixed installations to the rear-side boundary to adjacent stands at the request of the Open Messe Service. Care should be taken of all existing utility lines, distribution boxes, etc. when carrying out setup work. They must be accessible at all times even if they are located within individual stand areas.

Structurally supporting anchorages and ties to any necessary ballast weights relevant for stand safety or for securing freestanding pole or advertising installations must be constructed from non-flammable materials. This applies in particular to the ballast points of flying installation such as stage roofing and tent constructions.

3.12 Glass

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.

3.13 Warning due to severe weather

The stand operator is obliged to observe the weather forecasts and, in the event of severe weather warnings, to take the necessary safety measures, including dismantling or stopping operations. In addition, the organizer will issue a general severe weather warning to the stand operators.

In the case of expected severe weather events with forecast of

- wind gusts > 13 m/s (wind strength > 7 Bft. - including in single gusts)
- severe storms in conjunction with wind gusts, heavy rain or hail
- heavy rain > 20 l/m² in an hour

a general severe weather warning will be issued by the organizer to all exhibitors with stand constructions in the Open Space.

Thereafter, exhibitors with wind load-reduced stand structure facilities or temporary structures are asked immediately to undertake all measures to discontinue operations. The necessary measures are to be defined in a site-related manner in accordance with any execution approval that may have been issued or contained in the stipulations and test report issued by Messe München GmbH's structural engineering inspector.

In case of mobile facilities (such as small exhibits, furniture, sunshades, small promotional displays, etc.), the exhibitor must ensure that the latter are dismantled and stowed away without delay at any time should such a severe weather warning be issued. Appropriate storage facilities must be available at the stand. In addition, the stand and all installations and superstructures must be secured daily after the end of the fair against possible hazards due to bad weather.

For the direct severe weather warning of the exhibitors, the OMS (Open Messe Service) has to be notified in the application or at the latest with the beginning of the stand setup period of one or more relevant persons with technical responsibility – to be identified by name and with their mobile phone numbers – who will be in the stand or the event area during the setup and dismantling periods and during the event itself and are capable of initiating and executing the necessary operation discontinuation measures without delay.

The instructions issued by the security and public order personnel and the organizer's staff are to be followed in all cases without delay.

3.14 Lightning protection

Structural facilities and exhibits in the IAA Open Space area must be equipped with an effective lightning protection system if a risk assessment states that lightning can strike easily or could have serious consequences due to the location, design or use (BayBo section 44).

All temporary stand structures and exhibits in the IAA Open Space area more than 12 m in height are therefore to be equipped with a lightning protection system for the protection of exhibitors, employees and visitors following consultation with Messe München GmbH and the specialists appointed by it. The design of the system is to be coordinated with the aforementioned in advance and in good time.

After the installation of the lightning protection system in accordance with DIN EN 62305, appropriate certificates issued by a specialist confirming that the lightning protection system is free of defects and effective over the long term (SprüfV) are to be kept available for presentation on request. Messe München GmbH and the specialists it appoints reserve the right in justified cases to also demand the installation of a lightning protection system in accordance with DIN EN 62305 for stand structures and exhibits less than 12 m in height.

3.15 Wind loads

All stand structures in the IAA Open Space must generally be designed to withstand any wind loads occurring pursuant to DIN EN 1991-1-4 while taking account of the site-related wind zone. As such, regular wind pressure and suction loads on supporting roofs and outer walls/areas are to be given due consideration for all stand structures in the IAA Open Space.

Based on the suburban location of the exhibition center (site height: < 600 m above sea level), the following site-related key indicators and simplified velocity pressures shall be taken into account:

Munich: Wind Zone 2 (inland)

- mean wind velocity: $v_{b,0} = 25.0 \text{ m/s}$
- related velocity pressure: $q_{b,0} = 0.39 \text{ kN/m}^2 (< 28 \text{ m/s})$

Simplified gust velocity pressure for:

- stand construction height up to 10 m: $q = 0.65 \text{ kN/m}^2 (\rightarrow > 30 \text{ m/s})$
- stand construction height > 10 – 18 m: $q = 0.80 \text{ kN/m}^2$
- stand construction height > 18 – 25 m: $q = 0.90 \text{ kN/m}^2$

The IAA Open Space is to be classed in site category III (suburbs).

Pursuant to DIN EN 1991-1-4, NA.B.5, a reduction in the velocity pressure determined as a temporary state without any safety measures is admissible for temporary stand construction facilities as follows:

– $q_{red} = 0.7^*) \times 0.65 = 0.46 \text{ kN/m}^2$ (approx. 28 m/s)

*) NOTE (from the aforementioned DIN EN 1991-NA.B.5 Section 4):

This reduction in the calculated velocity pressure based on table NA.B.5 applies to the verification of unsecured constructions. Its application presupposes that the weather situation is observed with sufficient accuracy, storm warnings are obtained from a qualified weather service if applicable, and suitable safety measures can be concluded in good time prior to any imminent storm.

By way of illustration, the aforementioned dynamic pressure values [q] to be taken into account can be attributed approximately to the following causal wind velocities:

Stand construction height up to	Dynamic pressure (WZ 2)	Mean wind velocity (at 20° C air temperature)	
	in kN/m ²	in m/s	in km/h
q _{red}	0.46	approx. 23.0	approx. 83
10 m	0.65	approx. 30.0	approx. 108
18 m	0.8	approx. 35.5	approx. 128
25 m	0.9	approx. 40.0	approx. 144

Discontinuation of operations is required for regular temporary structures from a wind velocity of 15 m/s (also in individual gusts).

3.16 Wind loads for temporary structures

For temporary structures subject to type approval pursuant to section 72 BayBO, the relevant inspection or construction log (original) with valid type approval – including audited stand safety verification and test reports – is required.

For temporary structures requiring no type approval pursuant to section 72 BayBO, audited or auditable stand safety verification must be submitted to the OMS of Messe München GmbH for approval.

For further information and advice, the appointed structural engineers of Messe München GmbH may be contacted.

Deviations from the above are possible in justified individual cases, whereby precise verification thereof is required. Messe München GmbH reserves the right in justified cases to have stand safety checked on site by its structural engineering inspector subject to payment of a charge.

3.17 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.

Section 4(8) of the City of Munich's ordinances concerning the disposal of commercial and construction waste (Gewerbe- und Bauabfallentsorgungssatzung) prohibits the use of disposable tableware. Food and beverages may be distributed only in reusable packaging and containers bearing a deposit and any cutlery distributed must be reusable.

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.

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

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.

If liquid gas is used for cooking purposes, a maximum of two compressed gas cylinders with a content of up to 11 kg per stand may be set up after approval by the Open Messe Service (OMS). The liquefied gas cylinder in use must be protected against access by unauthorized persons and against heating by storing it in a metal cabinet (yellow label with black "G") with floor ventilation, which is closed on all sides and labelled.

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

3.18 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 Open Messe Service (OMS) are the persons in charge.

3.19 Floor loading

The permissible point load on a floor area of 50 cm x 50 cm (spacing of approx. 1.50 m) is 5 t (50 kN, floor pressure 200 kN/m²) throughout. Exceptions may be made for certain subsections. More details can be found in the *Important Location Information*, which is available through the Site Managers at Messe München GmbH upon request.

3.20 Floor protection

For the protection of the existing (partly) historical floor, an individual floor protection concept must be drawn up appropriate to each site and coordinated between the exhibitors and the Open Messe Service (OMS). Insofar as a protective construction measure is required, it shall be implemented exclusively by Messe München GmbH. The costs shall be charged to the exhibitors proportionally in accordance with the particular stand sizes.

Floor protection can be ordered via the Exhibitor Shop. The costs for the individual types of floor protection can be viewed in advance in the *price overview for services* (see par. 2.3). Messe München is not liable for any damage in connection with the installation of the floor protection. Messe München does not accept any liability for damage in connection with the laying of the floor protection.

The stand area will be handed over to the exhibitor before the floor protection is laid.

3.21 Rainwater drainage

Stand floors in the Open Space must be such that rainwater can drain away unhindered and that existing drains are neither built over nor blocked.

3.22 Disruption of the building structure

Floor anchoring devices (e.g. ground pegs) and earthworks are not permitted in the entire IAA Open Space.

4. Technical Services

4.1 Supply connections in the stand areas

Electricity, water and internet are available for all exhibition areas. Stand areas are supplied from the on-site connection points. Services can be ordered via Messe München GmbH's Exhibitor Shop.

4.2 Ground lighting

The ground of roads and squares in the Open Space will be lit solely using the existing equipment.

4.3 Electrical installations

The value of the maximum available electric power supply per m² of exhibition space can be found in the *Important Location Information*.

A ground plan indicating the position of the required connection is mandatory for the order in the Exhibitor Shop.

Electrical installations from the onsite connection points 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, the master fuse and, if applicable, the master switch and electricity meter. The Open Messe Service (OMS) reserves the right to restrict the electrical connections to one basic connection per stand for reasons of safety.

The use of fuel-driven generators is generally not permitted. The use of other generators requires the prior written consent of the OMS.

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, an exhibitor is 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.

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 without being asked to do so by same, in such a way that the above requirement is met.

The placement of electrical installations must be planned individually and will be carried out exclusively above ground. Messe München GmbH is entitled to run electrical lines and connections serving neighbouring stands through the stands of other exhibitors.

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.

For safety reasons Messe München GmbH reserves the right to switch off the exhibitor's power supply after the event has finished.

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.

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.

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 Notice "Electrical Installation on Exhibition Stands" require compliance.

In the interests of sustainability at the IAA, electric power consumption (e.g. for LED screens, servers, electrical devices, etc.) outside of opening times must be reduced to the minimal required amount.

4.4 Water and wastewater facilities and water attractions

Hydrants and their signage must be kept free and accessible at all times from superstructures or storage facilities. The use of municipal hydrants is the sole responsibility of the contractual partner of Messe München GmbH.

At the connection point, the water quality complies with the Drinking Water Ordinance. 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 or wastewater connection is ruled out.

A ground plan indicating the position of the required connection is mandatory for the order in the Exhibitor Shop.

Before and during the event, the representatives of the authorities must be informed at all times of the withdrawal. The aim of the project is to enable the analysis of water samples for the detection/exclusion of health-relevant impairments of the drinking water transported in the private connection pipes. The costs of sampling and testing shall be borne by the respective subscriber.

Water and wastewater facilities from the onsite connection point 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 drainpipes as well as a water meter if applicable.

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 event location apart from their co-exhibitors with such water as is supplied to them by Messe München GmbH. This applies particularly to neighboring stands.

The exhibitor is responsible for ensuring that the water and wastewater installation is able to cater for all items on the stand requiring water and wastewater facilities such that they can all operate simultaneously. Should Messe München GmbH determine that the water and 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 and 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 and wastewater piping in the IAA Open Space will be laid exclusively above ground. Messe München GmbH is entitled to run water and sewage pipes and connections serving neighbouring stands through the exhibitor's stand.

Due to the nature of the terrain, the use of a lifting system may be necessary.

Messe München GmbH is entitled to run water and wastewater pipes and connections serving neighboring stands through the exhibitor's stand.

All installations must be laid in a way that is safe for traffic. The exhibitor shall bear the costs.

Discharges into the water network must not exceed the usual pollutant quantities for households. If wastewater containing oil/grease is to be discharged that exceeds these quantities (e.g. production waste, use of industrial dishwashers, etc.), the use of oil/grease separators is necessary.

Wastewater polluted with chemicals may not be fed into the sewage system.

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

Plumbing facilities (water and 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 and EU requirements and accepted technical practice. The continuing connecting parts are to be laid and secured in such a way that no harmful effects can occur due to water stagnation, sucking back and pressing back at the extraction point. When laying the lines, it must also be ensured that they are protected against strong sunlight, contamination through direct contact with the ground and destruction through vandalism.

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.

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.

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

In terms of sustainability, water consumption should be reduced to the minimum amount needed.

4.4 Heating and air conditioning

The use of pressure and/or liquid gas as well as systems operated with fossil fuels for heating purposes is not permitted.

The operation of heating systems / heating devices with suitable oil firing systems for stand constructions can be provided for in agreement with Messe München GmbH. Systems, including their tank containers, are always subject to approval and are subject to special safety and protection requirements.

The operation of heating installations and heating equipment with suitable oil-fired systems for stand structures is possible with the consent of Messe München GmbH. Such installations including the associated tanks require approval in all cases and are subject to special safety and security requirements.

The technical documents for the heating installation and heating equipment and tanks (with spillage collectors if applicable) are to be submitted as part of the approval procedure together with details of the external, inaccessibly enclosed installation site and planned fueling and safety measures. The manufacturer's setup and operation regulations require compliance. Insofar as fireplaces or heating oil tanks are located on the stand, they are to be equipped with at least fire-retardant screening (walls, ceilings, doors, air inlets and outlets). Heating systems under required stairs shall be additionally enclosed to be smokeproof.

The heating installation is to be protected from unauthorized access. No flammable materials may be stored within a radius of 5 m of the fireplace concerned (cf. FIBauR). Heating installations and fireplaces generally require the approval of the Munich Municipal Fire Department.

Radiant heaters must be suitable for the intended use according to the manufacturer's specifications (indoor/outdoor use, installation location, etc.). The distance dimensions specified by the manufacturer must be observed. It must be structurally ensured that flammable materials (e.g. clothing) cannot be placed or hung up in such a way that they could cause a heat build-up or be heated inadmissibly.

Electric heating and air conditioning installations are permissible on stands but must be fixed immovably in place and have cabling secured with fasteners. Radiator parts that glow may not be openly accessible. The rear and side parts of radiant heaters and fan heaters must be located at least 1 m away from walls and flammable items. Radiant heaters must be located at least 3 m away from items made of flammable materials in the direction of radiation.

4.5 Communication equipment

Internet connections will be available at all stand areas and can be ordered via Messe München GmbH. Details on bandwidths are still to be defined.

All necessary connections shall be provided exclusively by Messe München. Installation work at the stand may be carried out by the exhibitor's own specialized personnel; the applicable regulations must be complied with.

A ground plan indicating the required position of the main electrical connection is mandatory for the order in the Exhibitor Shop.

The operation of high-frequency equipment, radio systems and electromagnetic fields require a special permit and Messe München GmbH's approval.

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

5. Product Presentation

Advertising is permitted only within the rented stand area and must not result in any obstructions or hindrances in aisles, for adjacent stands or local residents. The organizer may impose conditions on the type and duration of any campaigns or activities. He may prohibit them if the exhibitor does not comply with the conditions imposed or specified.

Individual conditions set for the individual locations can be found in the *Important Location Information*.

Conditions set 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 performances and presentations as well as all forms of visual, moving or acoustic advertising require Messe München GmbH's prior written approval. They may not disturb any other event participants, cause crowding that blocks the aisles, or drown out the public address system.

The use of pyrotechnics, open fire and laser systems must be notified in writing to the Open Messe Service (OMS) at least 8 weeks before the start of setup and requires its approval.

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.

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

Contact:

Kathrin Erdmann (VDA)

Phone: +49 30 89 78 42 203

E-mail: kathrin.erdmann@vda.de

5.3 Acoustic performances

All demonstrations, acoustic advertising and the putting into operation of machinery and equipment require the prior written consent of Messe München GmbH and must be carried out in such a way that neighboring exhibitors, local tradespeople, etc. are not disturbed. Messe München GmbH is entitled to prohibit demonstrations, even if they have been previously approved, if they result in a considerable hazard or impairment of the trade fair (e.g. as a result of noise). Furthermore, official regulations are to be observed.

The volume of performances - measured at the boundaries of the stand - must not exceed the ambient noise level by more than 10 dB(A) and must not exceed the peak level of 70 dB(A) under any circumstances. The lower value is applicable in each case. This also applies to evening events.

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).

The public address systems on the stands can be used for safety announcements by the organizer by means of a priority switch if necessary, and can be muted by the organizer.

5.4 Scenic presentations

(1) The persons responsible for event systems must be familiar with the stage and lighting equipment and other technical equipment on the show areas with more than 200 m² of floor space, and ensure that they are safe and functional during operation, particularly with regard to fire protection.

(2) The setup and/or dismantling of stage and lighting equipment for show areas with more than 200 m² of floor space, and technical rehearsals, must be managed and supervised by a person responsible for show systems.

(3) A person responsible for show systems must be present at final rehearsals and events on show areas with more than 200 m² of floor space.

(4) On show areas with more than 50 m² and not more than 200 m² of floor space, the tasks specified in sections (1) to (3) above must be performed as a minimum by a specialist in show systems with at least three years of professional experience. The tasks may also be performed by experienced stage hands or lighting technicians, who were permitted to carry them out under the regulations in force until this ordinance came into force and have performed them in the last three years.

Presence according (3) is not required as specified in section 3 above if

- the safety and functionality of the stage and lighting equipment and the other technical equipment have been verified by the person responsible for event systems,
- this equipment is not moved or otherwise altered during the event,
- the type of event and the event program do not pose any hazards, and
- supervision is provided by a specialist in show systems, who is familiar with the technical equipment.

If section (4) applies, the tasks detailed in sections (1) to (3) may be performed by a supervisor if

- setup and dismantling, and the operation of the stage and lighting equipment, do not pose any hazards,
- the type of event and the event program do not pose any hazards, and
- the supervisor is familiar with the technical equipment.

If the relevant constructions and installations fall within the responsibility of an exhibitor, the exhibitor must ensure that the person responsible for show systems is deployed (suitability in accordance with the Assembly Place Directive (VStättV section 39)).

Further official demands remain reserved.

5.5 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.

5.6 Presentation of motor vehicles

The focus is on presentations and discussions of innovative and sustainable mobility concepts. The presentations clearly focus on future technologies and emission-free drive systems. To the extent that the technical development of completely emission-free drive technologies is not yet fully developed and is not yet ready for the market, show cars and concept cars as well as, to a lesser extent, modern low-emission drives with new filter technologies can be presented.

Temporary charging procedures for e-vehicles are allowed during the event if certain requirements are met. The power requirement must be integrated into the total stand consumption. DIN VDE 0100-722 and VDS Guideline 3471 must be observed and implemented (even in case of dummy operation).

Stands and exhibits are protected by a 30 mA residual current device TYPE A from the stand distribution board. Wall boxes must always be additionally protected with at least residual current protection devices TYPE A+6mA 30 mA or TYPE B 30 mA. It is not allowed to connect a residual current circuit breaker TYPE B in series with a residual current circuit breaker TYPE A. All systems must be switched off after the end of the exhibition.

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 via the [Deutsche Automobil Treuhand GmbH](#) 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.

6. Logistics, Traffic, Setup and Dismantling

6.1 Securing the exhibition areas

During setup and dismantling, the exhibition areas on the various locations will be secured by the organizer using unclad barriers or fences. The areas can be accessed only through defined entrance and exit points. It is not possible to drive directly onto the sites and specific areas.

This measure serves the traffic safety obligation. Fences or barriers may not be moved or removed.

The securing measures are expected to be removed completely from the early morning of September 5, 2023, and replaced when dismantling begins.

6.2 Passes for setup and dismantling

During setup and dismantling, all persons working on the stand areas must carry a clearly visible pass. It enables the bearer to be allocated to the relevant exhibitor. Exhibitors will be able to download the passes from the Exhibitor Shop as of May 2023.

6.3 Setup period

Setup will start on Thursday, August 31, 2023, 6:00 a.m. and will end on Monday, September 4, 2023, 10:00 p.m. During this period, assembly is possible daily from 6:00 - 22:00 h.

All stands must be completed and furnished by the end of the setup period.

Packaging waste, empty containers, etc. must be removed from the Open Space exhibition areas by 18.00 h on Monday, September 4, 2023. It is possible to conduct rehearsals and to arrange exhibits and smaller pieces of work such as decorations, etc. until 22.00 h.

The possibility of advance setup will be examined, upon application in writing to the organizer, by the Open Messe Service (OMS) on an individual basis. Factors such as the location, the size of the stand and the work involved in stand construction will be taken into account.

Contact:

Open Messe Service (OMS) (Messe München GmbH)

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

6.4 Beginning of setup – takeover of the stand area

The exhibitor is obliged to agree on a date for handing-over the stand area with the particular Site Manager at least 14 days before the beginning of setup. The stand area will be handed over to the exhibitor before the floor protection is laid (if applicable).

The exhibition areas will be measured off on the floor and the corners will be marked. The boundaries of the rented area are to be observed in all cases. The exhibitor must make sure that no object within the rented area protrudes beyond the boundaries of the area.

Each exhibitor is obliged, according to the stand allocation, to examine the position and size of any installations, conditions in the stand area, supply lines, distributor cabinets, etc. on his own responsibility and to report this to the stand builder if necessary.

At the time of stand registration or by the start of the stand setup period at the latest, one or more relevant persons with technical responsibility shall be appointed and his or her name and mobile phone numbers shall be given to the organizer. This person or persons shall be in the stand or event area during the setup, dismantling and event periods and shall be capable of initiating and executing the necessary operation or discontinuation measures without delay.

6.5 Working in the Open Space

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.

The exhibitor and if applicable the companies hired by the exhibitor shall guarantee operational safety and compliance with occupational health & safety, social law and accident prevention regulations for all work carried out in the rented stand areas. In particular, the regulations resulting from the social insurance obligation applying – among others – to people with part-time jobs (reporting obligation, social security card) shall be observed.

The Site Manager must be notified in advance of any work that poses a fire hazard, e.g. welding, cutting, soldering, separating or grinding.

6.6 Damages

In case an exhibitor or a commissioned company causes damage to buildings or equipment in the IAA Open Space, the relevant Site Manager has to be informed immediately.

6.7 Dismantling period

Dismantling will be possible starting on Sunday, September 10, 2023, probably from 18.00 h, and will end on Wednesday, September 13, 2023 at 10:00 p.m.

From Monday, September 11 until Wednesday, September 13, 2023, assembly is possible daily from 6:00-22:00.

No exhibition stand may be dismantled before the official start of dismantling. An extension of the dismantling period is also not permitted.

Due to the construction work for a subsequent event, individual sections of some exhibition areas will have to be completely vacated at an early stage. The exhibitors concerned will be informed about the relevant areas in the stand confirmation.

6.8 End of dismantling and return of the stand area

All exhibition areas are to be handed over to Messe München GmbH before the stipulated dismantling deadline. For this purpose the areas are to be reported to the relevant Site Manager for inspection of the stand area. Any necessary maintenance work will be carried out exclusively by Messe München GmbH and charged to the exhibitor.

6.9 Logistic handling

Owing to the special circumstances in the inner-city area, all logistics processes associated with the exhibition areas must be agreed and coordinated in detail at an early stage.

At the individual locations, a limited amount of defined logistical space will be available to the exhibitors for their common use. Vehicles can stop in within the logistical areas for a short period for loading and unloading. To enable the best possible coordinated, steady utilization of the limited logistical areas, time slots for each area must be reserved in advance. It is not possible to use the logistical areas without a time slot.

Contact:

Open Messe Service (OMS) (Messe München GmbH)

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

6.10 Time slots for loading and unloading

During setup and dismantling all vehicles over 7.5 t will be recorded in a stand-by zone and coordinated from there. Time slots can also be booked here at short notice. The zone is located relatively close to Munich's city center.

No parking spaces are available for vehicles under 7.5 t, and access may not be possible.

For exceptions to the ban on Sunday driving under section 30(3) of the German Road Traffic Regulations (StVO), and for heavy and high volume transports under section 29(3) StVO, permits must be applied for at the place where the journey begins. Exhibitors are therefore recommended, if necessary, to contact the responsible authority at their home location or the public order office of the City of Munich in good time.

Applications for exemption from the ban on trucks driving on Sundays and public holidays must be lodged for a specific date with the relevant authority responsible for the location or the office of the service provider, e.g. the district administrative office (Landratsamt), in writing and with a rationale (including information about the goods to be transported). Foreign applicants can lodge their applications in advance with the relevant district administrative office for the border crossing.

6.11 Storage and logistical areas at the locations

The storage of objects, vehicles or tools of any type is possible only within the rented spaces / secured areas. Smooth operations on the adjacent areas must be possible at all times. Any inconvenience to a neighboring area must be coordinated in advance with the exhibitor concerned.

6.12 Logistics services

As on the grounds of Messe München, for organizational and insurance reasons only the service partners of Messe München are allowed to provide logistics services in the Open Space. Any work by forklift trucks or cranes must be ordered via the two service partners of Messe München.

Contact:

Kühne und Nagel

Phone: +49 89 949 24400

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

Web: www.kuehne-nagel.com

Schenker Deutschland

Phone: +49 89 949 24300

E-mail: fairs.muenchen@dbschenker.com

Web: www.dbschenker.com/de

6.13 Handling of empty/full containers

Empty and full containers will be handled by the service partners of Messe München.
(for contact, see section 6.12.)

6.14 Daily logistics / deliveries to the stand area during the event

There is no direct vehicle access to the locations during the opening times. Deliveries and collections can be made during the following time slots:

Tuesday, Sept. 5, 2023	20.30 – 22.00 h
Wednesday, Sept. 6 - Saturday, Sept. 9, 2023	06.00 – 09.30 h and 20.30 – 22.00 h

The daily logistics for the stand areas also permit deliveries and collections during the opening times of the Open Space. The loading zones set up for this purpose can be accessed only for loading and unloading. The standing times are accordingly limited.

Loading zones are not located directly adjacent to their respective locations, but they are in the immediate vicinity. It is not possible to make deliveries to the stand area using hub vehicles at all locations.

Entry permits will be issued for accessing the locations or the designated loading zones. They are available either for the entire duration of the event or for single days. Entry will be checked at the access points. Vehicles without an entry permit will not be able to enter. They will be either turned away or removed (removal will be charged).

6.15 Traffic and access to the Open Space

More detailed information about the regulations on site will be provided to the exhibitors as part of the *IAA Traffic Guide* from summer 2023.

6.16 Traffic regulations and escape routes

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. Hydrants, emergency telephones and other safety facilities must be freely accessible and visible at all times. They may not be blocked, built around or modified.

6.17 Parking facilities during the event

No parking spaces are available in the immediate vicinity of the exhibition areas during set-up and dismantling, or during the duration of the IAA MOBILITY. Parked vehicles will be removed immediately.

6.18 Test Drives

Exhibitors have the opportunity to offer test drives from various points in the Open Space. For more detailed information, contact 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 apply to the exhibition areas in the Open Space. The associated necessary measures will be communicated to all exhibitors in due time.

The costs for the implementation of the currently valid legal Covid-19 protection regulations and the hygiene concept of the IAA and the City of Munich on the exhibition stand are to be borne by the exhibitor. This also applies to comparable regulations that come into force due to other pandemic developments.

Based on the current status (May 2023), no restrictions are expected.

7.2 General

Unless otherwise specified in these Organizational & Technical Guidelines, the *Technical Guidelines of Messe München* apply.